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# Business Travel Guide

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# Business Travel Guide

## Planning Your Business Trip

Planning your business trip wisely will free you from lots of trouble. Inadequate airline seats, long lines, heavy traffic, and unavailable hotel rooms are just some of the problems a business traveler might encounter. Despite the emergence of e-commerce, businessmen still travel more often for sales and business shows.

Here are some tips to make your business travel a successful one:

1. Plan your business trip long before you leave the office.
2. Always prepare a travel bag with complete necessities to be used on any emergency trips.
3. Bring some ready to eat foods, it will save you a substantial amount of money, considering the high cost of foods in hotels.
4. Be sure to have a buffer time between your flight and your scheduled meeting.
5. Choose aircraft that has better seats with ample leg room.
6. Put all your valuable materials in a small carry-on bag.
7. When calling your main office, use the 800 numbers as much as possible because it's much cheaper.
8. If you're a businesswoman, it is important to dress well. Additionally, you must bring casual clothes for your free time.

Not all hotels have inexpensive telecommunication systems from their rooms, so always choose your hotel's business floor, for these rooms are made especially for the business traveler. These rooms should have dual telephone/modem lines, fax machine, and free communications between rooms.

In order to save money on calls, use your calling card and place calls through your country's long-distance carrier or find a pay phone in the hotel's lobby. If available, use a nearby business center for your fax needs since fax service within your room will probably cost more.

These days, a business traveler has to bring a lot of electronic equipment such as; cell phones, electronic organizers, laptop computers, etc. Here are some suggestions on how to keep your expensive business items safe:

1. Put your laptop inside a bag that will not indicate that there's a laptop inside. The same works well for other equipment such as camera, electronic organizer, etc.
2. Don't expose your laptop to x-ray scanners at the airport security check, rather have it checked manually. X-rays could damage your electronic equipment.
3. Don't place your laptop on the aircraft's overhead bins; instead place it near your seat or under the seat in front of you.
4. Always bring extra batteries for your equipment.

Today's business travelers are enjoying much comfort compared to their counterparts a few decades ago. Low airfare, plenty of airlines to choose from, communication equipment (especially cell phones and laptops) make modern day business travelers more efficient. Even on a business trip, parents can always be with their family members and co-workers can still get in touch with their office work, at least virtually.

## **Business Travel Tips**

If you are someone who travels a lot for business, then you know that it can be expensive and time consuming. It takes a lot of travel preparation and time to make sure that your trip is a successful one. Here are some tips to make your business travel easier.

### **Airfares**

You can check schedules and fare on line. This will save you time and you will be able to make your reservation also. By doing this online, you will save yourself a lot of time. You can find out dates, times and the price all with one click of a mouse.

Make sure that you purchase your tickets as soon as possible. Some airlines have a time limit to order your tickets. Make sure that you meet those deadlines when you purchase your tickets.

### **Car rental**

If you are traveling by plane, bus or train, you may need to get a rental car for traveling once you arrive. Make sure that you reserve your car as soon as possible. This will make it a little easier when you land to get you on your way a little quicker. When you rent your car, make sure that you get the insurance. This will pay for itself if you are in an accident or if anything happens to the car while you have it. And even if a mishap does not come up, it is still worth paying for the sense of security you have while driving.

## **Discounts**

There are many airline, car rental, and hotel discounts and coupons that are handed out to frequent flyers. These discounts are great and can add up when you travel a lot. Another good way to get discounts is by having a credit card that has gives you points or miles for every dollar that you spend. These cards are usually given out to business people and are worth the annual fee if you are an avid flyer. Upgrade coupons are also well known and usually require you to mention them while you are making the reservation.

## **Cancellations**

Remember if you have to cancel your trip for any reason, you will probably not get reimbursed for it. Most airlines have policies that do not refund your money if you have to cancel on short notice. If your flight is cancelled, you will have alternate flight options and they will help you decide what to do with your arrangements. If you miss your flight, you will be put on standby for the next flight if you arrive at the airport with two hours of your scheduled departure time. They will try and get you to your destination on time and to your appointment as scheduled.

## **Things You Can't Do Without When Traveling**

When you goes on a trip either for business or for pleasure, you want it to be a memorable and enjoyable experience. To help travelers enjoy the trip, here are a few tips you must always keep in mind, travel "must haves" that one must never leave home without.

### 1. Itinerary

Prepare and plan on paper the places one will visit and then make the make the necessary arrangements in advance to make the trip a memorable one.

### 2. Essentials.

Personal things such as the ticket, passport, toothbrush, clean underwear and money nearby preferably for easy accessibility.

### 3. Clothes

By checking the weather forecast for the trip, one will be able to bring the right clothes for the trip, preferably clothes that can be used for various occasions. And those that do not run and can be easily washed.

#### 4. Shoes

Given that traveling will require a lot of walking seeing the various places, one should wear a good pair of comfortable shoes that wont strain the feet.

#### 5. Medication

One should always bring insect repellent. If one is under medication, one should bring enough medicine for the entire trip.

#### 6. Locks and keys.

For personal protection, one must make sure the luggage one will be using for the trip have locks and keys and spares hidden in case it gets lost.

#### 7. Extra Bag

Bring an extra bag which can be used as a day bag while going around and the same time, one will be able to use it in bringing home some of those souvenirs.

#### 8. Map

Obtain a map to be familiar of the destination where one is traveling and so that one will not get lost.

#### 9. Insurance

If one would prefer to drive instead of taking the public transportation, it is advisable to get insurance for the rental vehicle one would use for the entire trip.

Before leaving the rental company, one should check the car for any damage before accepting the unit and if there is damage, one must insist that the rental company take note of it before leaving the lot.

#### 10. Label

Given the many instances of passengers inadvertently taking the luggage of another passenger, label the inside and outside of the luggage. It is advisable to only write the name and not the address. In any case if the luggage is lost, one should leave the address only to the carrier one is flying on.

Have a pleasant trip!

### **Guide to Lightening Your Travel Load**

Traveling with light luggage is a common, simple rule known to many travelers. Yet it remains one of the most violated ones. What is the old saying? The simplest rules are the ones hardest to follow?

Naturally when you travel, it is important that you pack everything that is needed for the trip. Never leave behind anything that is definitely going to be used during the trip. However, be wary of over-anticipating possibilities or your the luggage may end as a heavy burden for what is actually a short trip.

Here are some guidelines to determine what to bring for your trips:

1. Consider the number of days you will be away.

If the trip will be within one to three days, all the things you may need could fit in hand-carried luggage. Decide on the number of clothes needed and add other set, in case of accidents. More than that would just weigh down the luggage unnecessarily.

If, upon arriving, you determine that your trip must be extended, you can always shop for additional clothes or have the used ones washed and just mix-match these for a different ensemble.

2. Determine the nature of the trip. What type of events will you attend during the trip?

This will help in determining what type of clothes to bring. If you barely have time to run or exercise in the morning, then it will be unnecessary to bring running shoes. If there is barely time for social gatherings, then leave the formal evening outfits at home.

If unsure of the schedule during the trip, then choose clothes that may be worn for casual and formal meetings and even formal dinner parties.

3. When packing, roll the clothes carefully to maximize the space of the suitcase. Place the heavier garments on the lower part of the suitcase to balance its weight. The smaller garments, such as the socks, should be placed to fill the spaces between the larger clothes.

4. If you accumulate souvenirs during your trip, especially if they are large or cumbersome ones, it may be easier and cheaper to have them shipped home instead of carrying them together with your luggage. If they are fragile, make sure that they are insured. Another option is to have some clothes shipped home instead, and pack the souvenirs with the luggage or in the hand-carried bag.

These tips will definitely ease your worries and lighten your load when preparing for your next trip.

## **Business Travel Services**

If you are someone who has to travel a lot for your business, then you may want to consider getting help from a business travel service. They will help to keep you on time and get you to your destination when you need to be there... and for a great price.

Most of the time if you are someone who needs to get from one place to another in a hurry, you will not have time or the resources to get you on certain flights and make the appropriate travel arrangements that you need to ensure that you are on time. The business travel service will take care of everything that you need.

### **What do business travel services do for you and your business?**

Business travel agencies offer corporate travel services. They offer discounted business class airfare with all major airlines. You will also have people available to offer good advice for all your business travel concerns. They will take care of all your business travel arrangements.

### **Hotel and car rental rates**

Business travel services will get you the best prices on everything that you will need to make your business trip a success. They will find hotels with great prices and all the accommodations that you will need to get your business done from the comfort of your hotel room. They can also get you car rental rates that will be affordable and get you the car that you need to get to your appointments in style.

Shop around for the best service

When you are deciding to put your trust in a travel service, you will want to make sure that you shop around and check references. This is the only way that you can be sure that you are going to get the best possible service and rates that will not break the bank.

### **Where to locate these services**

Some businesses have travel services included in their own business. However, if you do not have these services offered to you, then you can locate them online or sometimes they will be listed in your local phone book. You can also ask around and find out where your other colleagues do their business. Word of mouth is the best advertisement for any service.

### **Get into business for yourself**

If you are someone who thinks that they would enjoy this type of work, then you can get into it for yourself and do it from the comfort of your own home. You can find opportunities for this type of business online or sometimes-local agencies are looking for help.

## **Travel Alarm Clocks - Your Traveling Companion**

Many travelers experience an uncomfortable feeling, especially if they are in a place with a different time zone than they have back home. For this reason every traveler needs his own alarm clock. Whether you are on vacation, on a business trip or for any other reason that you are traveling, an alarm clock is a very handy companion to bring along. This way you can keep track of your own time without depending on anyone else.

Alarm clocks should, of course, be portable. They should be able fit in your luggage without worrying that they will be broken. The numbers on your clock should be easily read and the clock itself should be easy to set. The last thing you want to have to do is fuss around with setting it. The purpose of the alarm clock is to wake you up on time, so choose one that wakes you up with familiar sounds like beeps or rings. This way you know that the sound comes from the clock and not something else.

Travel alarm clocks come in different styles, with different features. Most are relatively small, but some of them also come like a large pocket watch that flips open. This way the clock inside is protected from bumps while inside the suitcase. There are small clocks that look like cell phones too! Whatever the size or shape of the travel alarm clock, they should always come with a protective case.

Travel alarm clocks can be both expensive and cheap and are sold in all department stores as well as luggage shops anywhere. It depends on the taste of the traveler whether to pick a pricey or inexpensive one. The important thing is, it should function well and serve its purpose: to wake you up.

A special feature of many travel alarm clocks is that you get to choose the alarm. There may be one that could record your favorite song that automatically plays at the set time. Others have soothing sounds, however, if you're the type that can sleep though just about anything, a soft toned alarm clock is not for you. You'd be better choose one that has a loud alarm sound guaranteed to wake you up.

Never choose an alarm clock that has to be plugged in because you never know when there will be a power failure. If this happens, your alarm clock won't help you. Of course, the battery alarm clocks have their own drawbacks like the battery running out before it alarms or the "shaking" of the clock might cause the battery inside to move, thus stopping the alarm.

Still, having a travel alarm clock is better than not having one. It is your assurance that you will wake up on time and make that all important meeting or seminar – that was the reason you took your trip in the first place!

## **Whadya Bring Me? Souvenirs that Everyone Will Love**

Everyone loves a souvenir gift upon returning from vacation. Actually most people expect them, whether they say so or not. Souvenirs make a nice little thank you gift to the neighbors who watched your home while you were gone, the babysitter who regularly watches your children, the pet sitter or anyone else you hold near and dear. Souvenirs are also nice for "just because" gifts. Never forget to buy plenty memorabilia for yourself as well.

If you drive yourself or your family to your vacation destination, it's nice to stop in each state you cross through and pick up a little something with that particular state's namesake. Normally you can find an impressive selection of souvenirs near the borders of the states, at an Oasis, truck stops, or individual souvenir stores. Most of these stores have at least one clearance table where you can find some really great deals that everyone will love.

The most popular souvenirs are refrigerator magnets in the shape of the state or depicting the states persona. Coming in second would be shot glasses and ashtrays, whether you're a drinker, a smoker or not, these make cute little knickknacks. Key chains, stickers and miscellaneous art depicting the state symbol, bird or flower make nice gifts for kids or as back-ups in case you accidentally forget someone.

Miniature spoons, bells, and tea sets are a great gift and look nice on a display rack, often sold with a wide selection of state spoons. And who can walk away without buying at least one t-shirt or hat with the states name or logo on it?

Theme parks like Disney, Universal Orlando, Sea World, Great America, Indiana Beach and the like, normally have masses of retail stores with clothes, toys, hats and knickknacks that can only be purchased from them. Many also have outlets where you can buy personalized gifts, like a necklace with a persons name written on a single grain of rice (which is available at most theme parks,) or an air brushed T-shirt, personalized in any way as you wish.

Most theme parks have a souvenir photo shop where you can dress in a variety of costumes and pose for a photo in an old time western background. These professionals photographers do an excellent job in making your picture look as realistic and old fashioned as possible. You can pose as a cowboy or a bandit, a saloon gal or a proper lady and be pictured in an old time MOST WANTED poster. There are a variety of costumes, backgrounds, and posters available offering a choice of photo packages to choose from. These make great souvenirs or as personal gifts.

Medieval Times has a great selection of souvenirs that would appeal to all ages. From costumes, to costume jewelry to real swords and daggers, you'll find these all at Medieval Times. There are a number of packages you can buy to become knighted, where you will have a public ceremony with the King and Princess and have your picture taken with them. After the ceremony you will receive a certificate of your knighthood and a real sword to take home with you.

New York is popular for its "I love NY" logos. New York is a very proud state and you can find their name on almost anything, from T-shirts to pencils. The souvenir selection

in New York is endless.

It's always nice to pick up a post card and mail it to a friend or family member. Many of these post cards have pictures of your vacation area that would add a nice touch, showing your friend or family member that you are thinking about them.

When ever selecting a souvenir for a family member or friend, keep in mind what would be a thoughtful gift for this person? For a child or an adult with an affinity for teddy bears, find a cute plush bear with the theme park or state logo. For the knickknack collector, shot glasses, bells, miniature tea sets or spoons would be a nice addition to their collection. Older children or teenagers would most likely enjoy a T-shirt or some other thoughtful gift.

Wherever you go, make sure that your souvenirs include the state's name or logo, or if you go to a resort or theme park, make sure the gift bears its name.

### **Things That Every Aspiring Travel Writer Should Know**

For anyone who's looking to get into travel writing, it is important to have had some experience in traveling. It is essential. This is where a writer obtains the materials that will become the stories that will end up on paper.

Get acquainted with the road and its demands. It is advisable for future traveler writers to immerse themselves into different cultures. Whenever traveling abroad, absorb the local scene. If possible, try to experience more than the regular tourist route. Get to know the people and learn from their customs. Try to pick up something that is original to that region. Capture the essence of the place.

This way, there'll be plenty to write about when it's time to pick up the pen.

When not traveling read up on the business of travel writing! Read travelogues, brochures, road books, travel magazines, etc. This way an inspiring travel writer gets more acquainted with the trade.

Very few writers make a living out of writing alone; so it is important to have something to fall back on, in case the writing gig doesn't work. Writers have to be practical when it comes to their expectations. A writing career doesn't happen over night. Sometimes, it takes years for a writer to get some type of recognition.

Don't use this as an excuse to give up though. Aspiring travel writers should continuously send their work out. Even if they get rejection letters after rejection letters. Don't take this personally. Editors are very specific about the type of work they accept.

That it why it is important to study the market before a writer starts sending his or her work. Evaluate the market. Find out exactly what each magazine, e-zine, newspaper,

etc, is after. This will increase a writer's chances of getting published.

Remember, just because one is writing about traveling, doesn't mean that one can get away with bad writing! Make sure the quality of work that is being produced is up to standard.

The best way to achieve this standard is to keep on writing. Even if a travel writer is not on assignment in some exotic country, he or she can still do a lot of quality writing at home - even if the writing that is being done doesn't pertain to traveling. The important thing is to write, write, and write.

Experiment with tones, perspectives, and different styles of writing. This way when called to duty, a writer will be able to easily unleash his or her magic with a drop of a hat, and dazzle the editors with their brilliance!

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