



1 Keep your bag partially packed so you only have to add clean clothes for each trip.

2 Create a list of all the items you will need so you can check them off each time you pack. Remember this should include things such as adaptors, chargers, toiletries and medical supplies, as well as clothes.

3 Lay all your clothes out before packing them as this will help you to avoid taking several items away that are almost identical.

4 Pack crease-free clothing to eliminate the need for ironing. Put socks, chargers and other small items inside your shoes – it cuts down on space and means they will be easy to find.

5 Limit yourself to basic colours that co-ordinate, such as black, white or grey, then add colour through your accessories to change the look of your outfits.

6 Check your insurance, particularly if you are combining a work trip with leisure, visiting an unusual destination or trying adventurous activities.

7 The Identity and Passport Service (IPS) advises you to make two photocopies of your passport – one to leave at home and one to keep with you when travelling. You should report a lost or stolen passport to the police and inform the British Consulate when abroad, or the IPS and local police when in the UK. Visit ips.gov.uk

8 Put together a brief itinerary on one sheet of paper with your meeting times, locations and contacts. Keep this on your person so if your phone battery runs out – taking your diary and contacts with it – you can refer to it easily.

9 Order some local currency in advance, including small denomination notes in case you need to get a taxi, tip a porter or buy a snack or drink on the way to your hotel.

10 Make sure your credit cards won't be blocked for "unexpected activity" when using them abroad and that you know the PINs.

11 If your destination country has a strong currency, it can be better to change sterling (if it is relatively strong) at a bank there.

12 If roaming calls are expensive – for example, in the UAE – or you are in a certain country for extended periods of time, get an overseas SIM card or mobile.

13 Use whitening eye-drops for instant freshness during long flights or nights in stuffy air conditioned rooms.

14 Your feet swell during long-haul flights so consider packing a shoe horn in your hand luggage.

15 Remove the credit and loyalty cards you don't need from your wallet. Don't carry your driving licence unless you need to – if you lose this, it has your full name, date and place of birth, address and photo on it. Perfect fodder for identity fraud.

16 Take your ethernet cable with you in case the hotel doesn't have wifi as some charge for providing one.

17 Pack painkillers, Berocca energising tablets, vitamin C, caffeine pills and mints so you are fresh the next day even after a heavy night out with clients.

18 Carry two travel plugs that have a USB adaptor to charge phones and gadgets, and take a spare USB stick.

19 Put a few plastic bags in your suitcase for putting dirty laundry in or wrapping any bottles of liquids.



20 Use packing aids to organise your suitcase (see "Pack it in", page 48).

21 If you like a particular type of tea, bring some with you in case the hotel doesn't have any.

22 Ladies – re-pack your handbag before you go, take out anything unnecessary and check for stray liquids such as lip gloss. You don't want to empty the whole thing in front of everyone in security.

23 Wherever possible, check in online and select your seat before you travel, consulting seatplans.com beforehand to see where the best place to sit is.

24 Download mobile boarding passes where possible to make the check-in and boarding process quicker, and to cut down on extraneous paper documentation.

25 Boots sells 100ml empty bottles to decant your favourite toiletries into if you are travelling with hand luggage only. Likewise, a Travalo perfume atomiser (about £8 from travalo.com) means you don't have to pack a whole bottle of scent. It holds 50 sprays and can be taken through security.

26 Invest in a Skype headset (from £14, skype.com) to talk for free from your hotel room.

27 The Powermonkey Explorer (£65, powermonkey-explorer.com) portable charger has adaptors and USB ports for re-energising all your gadgets – and it's solar powered so you won't be left stranded when out and about.

28 Depending on your destination, paramountzone.com's Wind Up Mobile Phone Charger (£4.99) could come in handy.

29 Avoid excess baggage fines with a Flylight self-weighing suitcase (£79.99, flylightluggage.co.uk). It can measure to within 0.5kg of an airport weighing machine.

30 Travelling can be hard on your lips. Rehydrate them with Crème de La Mer's Lip Balm (£30.60, cremedelamer.com) – it has a slight minty taste, and when you put it on it doesn't look like you are wearing lip gloss, so it is good for men as well. Clinique also has a travel pack of five mini Superbalm glosses for women (£22.50, clinique.co.uk).

31 Carry a moisturiser – try Jo Malone's Vitamin E Nourishing Hand Treatment (£32, jomalone.co.uk). Estée Lauder's Super Flight Crème comes in two types, for your face and eyes (£36, esteelauder.co.uk).

32 Cleanse your face before a flight and avoid very hot water as it will dry your skin out even further.

33 Use the Stylus clip-on Book Light (£14, thinkinggifts.com) to avoid disturbing your fellow passengers on night flights.

34 Log on to wifi-enabled gadgets such as the iPad with the Novatel Mifi Wireless Intelligent Mobile Hotspot device. Up to five people can synch to the "connectivity cloud" at any time. It costs £200 and there are monthly packages. Visit novatelwireless.com

35 Check out No 1 Traveller (no1traveller.com), which offers Mercedes-Benz chauffeur services to and from London Gatwick, Stansted and Heathrow for about £60, and airport lounge access from £17.50.

36 A holder for your passport can store frequent flyer cards and boarding passes too – you can also put important details such as your insurance in it.

37 Before you go, print out the relevant *Business Traveller* Four-Hour Guide from businesstraveller.com/city-guides

38 Check the weather and currency exchange before departure at businesstraveller.com/plan-and-book

39 Travelling with hand luggage only means you can avoid check-in charges. If you are struggling to get everything in your carry-on bag, wear a multi-pocket jacket. Scottevest's Travel Vest for Men (US\$100, scottevest.com) has 22 pockets – wear it to board and then place it in the overhead locker.

40 Slide your business card inside your luggage tag so that if your bag is lost, it will be easier for the airline to reunite you with it. You could also consider adding your hotel details, although perhaps not your home address if you are worried about theft.

41 Use a coloured luggage tag – it will make your bag more easily identifiable on the conveyor belt.

42 If you want to move to a better seat, politely ask check-in staff if the plane is fully booked.

43 Don't board the plane hungry – if take-off is delayed, it could be a while before you get fed. Either eat in the airport lounge or buy something to take on board.

44 Flying budget? Buy a snack at the airport or pack a lunch in your hand luggage if you can get it through security. WHSmith and Boots have "meal deals" for about £3 that include a drink, crisps and a sandwich.

45 If you like an alcoholic drink in your hotel room, consider buying some small tax-free bottles at the airport instead of those in the minibar – it will be much cheaper.

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46 Charge your laptop fully before you fly. If you are going long-haul, keep your charger in your hand luggage to power it on board.

47 In the lounge, ask whether they will call your flight or if you need to keep an eye on the screens. Don't leave it too late to board as gates can be a good walk away.

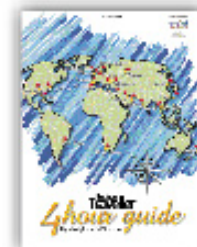
48 Take a large bottle of mineral water with you if you are travelling long-haul in economy class.

49 Join Worldpoints loyalty scheme to make the most of airport shopping. With Worldpoints (baaworldpoints.com) you can earn a point for every pound you spend at Heathrow, Stansted, Southampton, Glasgow, Edinburgh and Aberdeen to redeem on things such as frequent flyer miles and parking.

50 Sign up for airport fast-track immigration scheme IRIS, which is available at Heathrow, Gatwick, Manchester and Birmingham – and look out for the new digital biometric passport scanning machines at border control at Heathrow T1, 4 and 5.

51 Always check your luggage receipt has the correct details on if you are checking a bag in at the airport.

52 Take your jacket and belt off and get your laptop out before you join the security queue – it will make the process that bit quicker.





53 If you check in your luggage, take a change of underwear/socks/T-shirt in your hand baggage so that if your bag is mislaid you can at least change clothes.

54 Take noise-cancelling headphones for flights as the ones on board won't always be of good quality.

55 Don't assume the in-flight entertainment will work – take a book, magazine or your own portable DVD player.

56 Pack a pair of comfy trousers and a T-shirt to change into on the plane so you can relax and keep your smart clothes crease-free. Then change back into them before you land.

57 Ladies – invest in a good-quality pashmina. It will add a little luxury to your travels and doubles as a blanket if you get cold on board the plane.

58 Wet wipes are good for cleaning hands and grubby in-flight entertainment remotes, and a fresh face immediately makes you feel better on a long flight.

59 Orientate yourself with the aircraft cabin and count the number of seatbacks to the nearest exit – in an emergency it may be your best way off the plane if visibility is poor.

60 Read the safety card in the pocket in front of you as these differ from aircraft to aircraft, and watch the safety demo.

61 If you want peace and quiet after take-off, put headphones on even if you are not listening to anything to avoid having to talk to your neighbour.

62 Sometimes your ears won't pop – if it is prolonged and causing real pain, an old trick for treating it is "hot cups". Ask the crew for a plastic cup for each ear and two cloths dampened with boiling water to put in them. Then hold them over your ears

for a couple of minutes. The heat generated will create a small vacuum that should unblock your ears and ease any pain.

63 Take a universal adaptor on to the plane as not all seats will have the right sockets for your region.

64 If travelling economy long-haul, it will make a huge difference to get more legroom. Consider paying for "economy comfort" seats for extra space, and avoid the rows closest to the galley, toilets and bassinets to minimise disturbance.

65 If you are on a night flight in coach, take your own ear plugs and cotton eye mask – few airlines provide economy passengers with ear plugs and the eye masks are often cheap plastic, which can make your face sweat.

66 Take time to acclimatise and get your bearings on arrival.

67 At a new airport, fight the urge to jump in the nearest taxi as they can be expensive. Instead, ask at information for alternative transportation options such as trains and shuttle buses.

68 If you need to get a taxi in an unfamiliar city, ask at your hotel what kind of price you should expect to pay or negotiate before you get in to avoid getting ripped off.

69 If you can't access a map of the city on your phone, carry a paper one with you – it will be helpful for finding your way around. You could also show it to taxi drivers if they do not know where you are heading – not every cabbie has a satnav.

70 Learn a few words of the local language and read up on overseas customs – it will go a long way with foreign clients.



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71 Use a separate wallet or file for work receipts to help keep control of your expenses, and take a receipt book with you in case you don't know how to ask for one in the local language or your taxi driver doesn't have any.

72 If you're a light sleeper, pack ear plugs and ask for a quiet room away from the lifts – they can be very noisy areas of the hotel. An inward-facing room may be the best option to avoid street noise.

73 If you're renting a car, check whether central car hire locations are cheaper than the kiosks at the airport. If you wait until the next day you may save money and it will give you a chance to get familiar with your surroundings.

74 Ask if you need a password for in-room internet before you go up to avoid having to ring down.

75 If in-room wifi comes at a cost, see if internet use is free in the business centre and log on there instead.

76 Find out whether free mineral water is provided in your room. If not, grab a bottle in a shop on your way back to the hotel to keep by your bed, otherwise you will end up paying through the nose if you wake up in the night with a thirst.

77 Carry snacks such as nuts or take the biscuits from your hotel room or Club lounge, as sometimes you can be out for longer than you intended in a foreign city.

78 Pack your own toiletries in case your hotel doesn't have the full complement – for example, it might have shower gel and shampoo but no conditioner. Always carry toothpaste as hotels rarely stock this in-room.

79 Check the premium you would pay for the Club floor as it may be less than the cost of the breakfast, which will be free in the lounge along with benefits such as internet and meeting room access.

80 Check the fire escape information on the back of the hotel door and walk the route it suggests – it's easier doing this when fully awake, with the lights on and without smoke filling the corridor. If there isn't a route on the back of the door, check out and find a different hotel.

81 Avoid paying credit card bills in your home currency as the exchange rate may be worse than that offered by your card company.

82 Go easy on the booze – it will dehydrate you and leave you feeling out of sorts when you land. Similarly, know your limits at client lunches and dinners. Drink plus jet lag equals poor performance, and most cultures aren't as impressed as we are at how much we can drink.

83 If you have trouble sleeping, take melatonin (a naturally occurring hormone that helps to regulate your circadian rhythms) or do some light exercise before you go to bed. Try not to eat, watch TV or check your emails immediately before retiring as it may interfere with your sleep.

84 If you are travelling long-haul, adjust to the local time as quickly as you can – change the clock on your phone and watch straight away, and try to stay up until your "normal" bedtime. If you get home in the day, resist the urge to sleep because you will pay for it later.



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93 Get a "lifestyle concierge" to arrange everything for you. Visit tenlifestyle.com or call +44 (0)20 7479 3300.

94 Don't spread yourself too thin when it comes to hotel and airline loyalty schemes – if you join too many, you won't accumulate the significant rewards associated with high tier status and mileage/points levels. Stick to your favourite brands where possible.

95 Do your tax-free shopping online through the airline website and get it sent to your home – try highlifestyle.com or go to baa.com, for example.

96 Think about adding your Twitter, Skype ID, LinkedIn and Facebook details to your business card to facilitate social networking.

97 Check travel apps for your destination – there may be maps and guides available for download.

98 Use the Google Docs server to make changes to documents while you are away instead of doing it by email. It is more secure and you can track changes.

99 If you are a solo female business traveller, networking sites such as ladiesaway.com and maiden-voyage.com offer a safe way of linking up with other women when away.

100 Turn off data roaming on your smartphone or iPad to avoid costly charges when using email, web browsing and other data services abroad.

101 If you like the idea of location-based software, log on to Facebook Places/Gowalla/Foursquare – but not if you don't want others to know your whereabouts.

■ Do you have a travel tip you'd like to share? Let us know at businesstraveller.com/discussion

85 Don't over-eat – just because you have to dine out with clients two or three times a day, it doesn't mean you have to consume all the bread, order three courses and clear your plate.

86 If there is a gym at the hotel, use it – you're paying for it, after all (see "Fit for purpose", page 62).

87 Use iPhone/iPad apps such as the NHS Drinks Tracker or a calorie counter. Or visit livestrong.com for lifestyle advice.

88 Treat yourself to a massage – Gentlemen's Tonic (gentlemenstonic.com) in London has a signature treatment aimed at travellers. Alternatively, try meditation to help you relax. Visit t-m.org.uk for more information on transcendental meditation courses in the UK.

89 Don't buy gifts at the airport, as souvenirs and confectionery will cost more and are less personal.

90 Make sure you have something in the freezer that's easy to heat up for dinner if you are arriving home late.

91 When you get home, take the time to email new people you've met – even if you don't have immediate business with them, it will help to cement the relationship in the future.

92 Sign up for credit cards that offer air miles, lounge access, upgrades and other travel benefits – Amex is a good example. Visit americanexpress.co.uk

