International Business Travel Guide

Preparation before travel

Documents

- Make sure you have following documents handy
  - ✓ your passport is valid for at least 6 months at the time of travel
  - ✓ valid Visa for the destination country
  - ✓ ISOS / Travel Insurance
- Forex / International Credit card
- Invitation letter recommended to carry
- Make sure you have important contact numbers printed & handy

Baggage

- Pack smart and travel as light as possible.
- Pack your luggage yourself to be aware of things packed to address the Customs inquiry.
- Keep travel-size personal care products with you.
- Bring an empty water bottle to fill once you've cleared security.
- Check the time zone and weather in your destination country before travel.
- Get a translation app and learn key phrases before you travel.
- Visit the airline website to learn more about items allowed to be carried.

Precautions

Stay Connected

- Keep your mobile connectivity active
  (refer travel policy for more details)
- Charge your mobile to stay connected with your family and friends
- Make sure you carry universal adapter to charge your device

Prepare for unexpected

- Make sure a soft of your passport, visa, tickets are stored in your personal e-mail id in case of lost or stolen
- Make 2 photocopies of all your travel documents & store one copy at your home.
- Report any loss/thefts as soon as possible to authorities & inform Capgemini IAS team PP1

PP1   Where?

Pardeshi, Pappu, 2/19/2021

Your health and travel during the pandemic

Before your travel

- Get required vaccines for your destination and consider getting recommended vaccines, if applicable.
- Make a plan for addressing dietary restrictions or food allergies while traveling.
- Carry any medical certificates as required for travel to the destination country.
- Read the pandemic COVID-19 travel health notice and know the health risks for your destination.
- Check the destination country website for the latest Travel Advisories, restrictions, exemptions and advice page and follow the recommended health precautions.

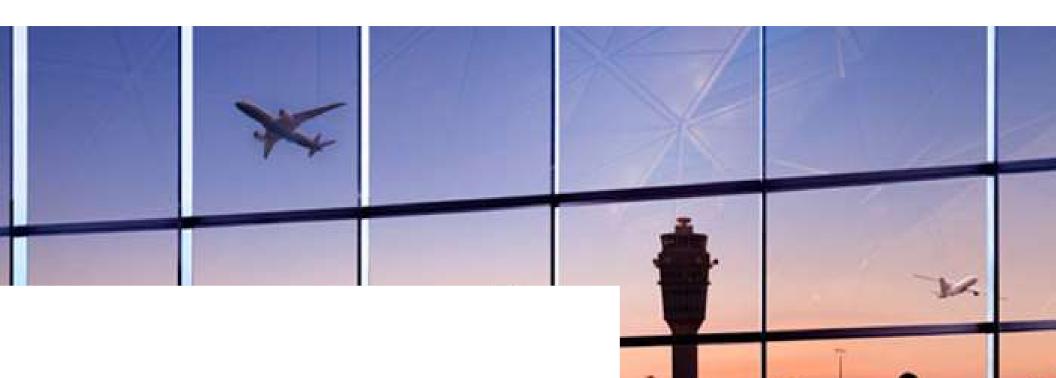# Your health and travel during the pandemic

During your travel

- Avoid large crowds or crowded areas.
- Avoid contact with sick people, especially if they have a cough, fever or difficulty breathing.
- Wash your hands often with soap under warm running water for at least 20 seconds.
- Use alcohol-based hand sanitizer if soap and water is not available. Always keep some with you when you travel.
- Practice proper cough and sneeze etiquette.
- Take safety measures and seek medical attention if you become sick.

If you are abroad and you have COVID-19 symptoms or have been diagnosed with COVID-19, follow the advice and instructions of local public health authorities at your destination country .

Wishing you a safe travel