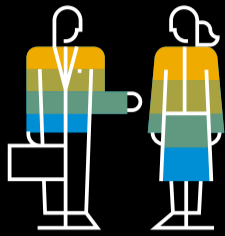




A ROADMAP FOR RETURNING TO TRAVEL

Are you prepared for when business travel resumes? **Your organization cares about your health, safety, and wellbeing.** To help them help you, please follow these simple steps:

THE BIG PICTURE



Many organizations are limiting business travel to client-facing, revenue generating opportunities



Expect a phased, gradual return to travel as countries, states, and borders re-open at different times



Travel is voluntary – just because a destination is ‘open for travel or business’ the decision to travel is personal

KNOW BEFORE YOU GO

1 Check the **Traveler Resource Center** for the latest travel restrictions and requirements by countries, states, and suppliers



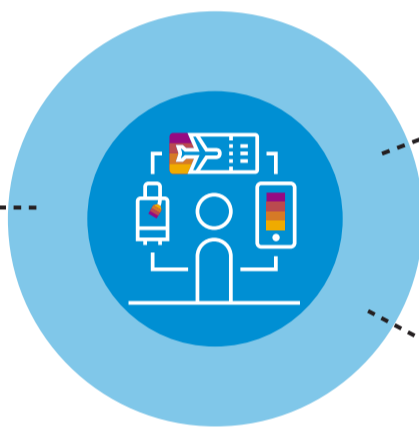
2 Know the safety of your destination with Triplt, a travel app from SAP Concur offering neighborhood safety scores.

3 Make sure your organization has current emergency contact information

4 Follow updated pre-trip approval process your organization might require

BOOKING TRAVEL

Before booking, check to see if you have any unused airline tickets and credits



When booking, always look for partners with clear cleaning protocols

Make flexible air and refundable hotel reservations in case of unpredicted changes

PRE-TRIP AWARENESS



1 Bring Personal Protection Equipment (PPE) – masks are mandatory in many situations

2 Carry hand sanitizer and antibacterial wipes

3 Check country regulations, boarder opening rules, and quarantine periods

4 Review airport security guidelines to best navigate safety checkpoints

Check the **Traveler Resource Center** for more

ON THE ROAD AGAIN



Arrive early and allow extra time for airport check-in for health and security screenings

Follow new airlines onboarding rules and restrictions (which will be different between carriers)

Bring your own snacks and travel pillow – many carriers have limited in-flight service

Choose the safest options when traveling to and from the airport or moving around the city

Embrace no-touch services – check in online, use electronic boarding passes, and contactless luggage drops when possible

POST TRAVEL – EXPENSE REPORTING



Follow your local government safety guidelines



If possible, work from home for 14 calendar days once you return



Submit expenses promptly to assist in potential contact tracing



Check your expense policy for (PPE) allowances



Look for updated travel and expense policy training from your employer

For more information on how SAP Concur can help you, visit us online at www.concur.com