

Your last-minute business travel booking checklist

Stay on top of every step with this action-based checklist so you're ready to handle last-minute business travel like a pro:

Initial response (first 5 minutes)

- Acknowledge request receipt to your executive
- Get essential details: dates, destination, purpose
- Alert your dedicated travel consultant for immediate support
- Begin budget authorization process if needed

Information gathering (next 10 minutes)

- Check calendar conflicts
- Verify passport/visa status for international travel
- Review traveller preferences in your digital profile
- Confirm meeting/event timing at destination
- Check for any health/security alerts at destination

Booking priority list (next 30 minutes)

Transportation

- Book flights (consider alternative airports)
- Arrange airport transfers
- Reserve rental car if needed

Last-minute doesn't mean last resort

Remember, you're not just booking travel. You're enabling business success. Stay calm, trust your system, and know that with the right preparation, you can handle any last-minute travel challenge that comes your way. And if your plate is already full – we're here to help.

By staying prepared and partnering with a TMC like Corporate Traveller, you can secure the best deals and transform unexpected travel plans into seamless experiences.

Accommodation

- Book hotel (prioritize preferred properties)
- Request early check-in/late checkout if needed
- Note any specific room preferences

Essential follow-up

Send your executive a single, comprehensive email with:

- Complete itinerary with all confirmation numbers
- Ground transportation details and contact numbers
- Meeting venue addresses and directions
- Emergency contacts (including 24/7 travel support)
- Local weather forecast
- Relevant time zone information

Final checks

- Verify all bookings are confirmed
- Add trip to executive's calendar
- Set up travel alerts
- Document any policy exceptions
- File preliminary expense report if required

Ready to master last-minute travel like a pro?



Book a meeting