

# Top tips for a smoother journey ...

We'll Get There. Together.

There's no doubt about it: business travel is back. So much so, the global travel industry is struggling to keep up with demand. You might notice that airline check-ins take longer, flights are often delayed, rental car stock is low, and hotel booking systems are under pressure.

FCM is doing everything in our power to help, including hiring more staff, adding more shifts, and working around the clock to solve any problems.

But there are ways you can help too.

Here are just 10 tips to minimise travel stress – and maximise efficiency – when it comes to booking your next trip:



**01** Book early. This will help you secure flights and manage costs.



**02** If travel is urgent (within the next 72hrs), add it to the subject line and we'll prioritise your booking.



**03** When following up on enquiries, reply to the original email acknowledgement from FCM. This will ensure that the emails are grouped together – without adding new email threads into the mix.



**04** Use the Online Booking Platform for simple point-to-point air reservations and hotel stays. It's quick and easy, and means your FCM consultant can focus on urgent or complicated itineraries.



**05** Ensure all traveller profiles are up to date, incl. correct names (as per passport), passport information, Membership details, preferences, and valid payment details (where required).

**10** Be kind. To the FCM team, airport employees, airline staff and frontline staff at hotels who are all working tirelessly to assist and doing their very best.



**09** Fly earlier than you have to. Got an important meeting or event? Consider flying the day before so you avoid stressful delays – and arrive well rested.



**08** Reach out to your Account Manager if you need assistance, they're ready to help.



**07** Download the FCM Mobile app – it'll put the latest information & travel alerts at your fingertips.



**06** Use the FCM Covid Hub for the latest on travel restrictions and Covid-19 related information.

An aerial view of a multi-lane highway with a yellow taxi and a white car. The taxi is in the center lane, and the white car is in the right lane. A large green arrow points to the right, indicating the direction of travel. The highway has multiple lanes separated by concrete barriers and yellow lines.

**FCM**

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