



## LEITZ COMPLETE FOR MOBILE PROFESSIONALS

### LEITZ COMPLETE BUSINESS TRIP TIPS

#### Before the trip starts:

- #1 When travelling by airplane: Set up a reminder on your phone to check-in online. Most flights allow check in 24 hours in advance. The sooner you check in, the higher chance you have to choose a convenient seat.
- #2 Check the configuration of the aircraft on [seatguru.com](http://seatguru.com) to make the best choice for a convenient seat.
- #3 When you have a connecting flight with a short transfer time, choose a seat close to the door so you don't waste time waiting on other people to offload.
- #4 Get fed first by ordering a special meal. If you want some rest then getting your food early, like those who choose a vegetarian or nut-free meal usually do, could be decisive.
- #5 Keep all boarding cards, tickets, receipts in one place, either on your phone, or for printouts use Leitz zip pockets.
- #6 Have one reliable piece of on-board luggage so you know where your belongings are and can travel light. The Leitz Complete Hand Luggage Trolleys, with their clever compartments, are ideal.
- #7 Do a weather check on your destination and dress/pack accordingly.
- #8 Pack less than you think you need by taking clothes that can adapt to numerous occasions. Darker colours are the most versatile.
- #9 Pack heavy items at the bottom of your suitcase where the wheels are so they don't crumple and crease the other contents of your suitcase.
- #10 Put your shirts and trousers into separate plastic bags and strap these to the suitcase to avoid creases.
- #11 Pack a change of clothes in your hand luggage. If the worst happens and your baggage is delayed, you'll want to be ready for any scheduled meetings.

- #12 Always have a scarf or sweater at the top of your hand luggage to combat air conditioning in planes and gate coaches.
- #13 Stay organised with Leitz zip pockets. Keep your travel essentials like money, chargers and cosmetics safe and accessible.
- #14 Charge all devices the night before you travel to give you a head start.
- #15 Pack and use portable chargers like the Leitz power banks to make sure you're always charged while on the go.
- #16 Liquid/spray medicines are considered to be a liquid by security and need to go in a transparent bag. Leitz zip pockets are a robust and compliant solution.
- #17 Track miles/points and passwords from all your loyalty accounts with the AwardWallet app.
- #18 Look up whether the hotel you are staying at has an app. It may allow you to check in online rather than queue in the lobby. Add the app of other local hotels in case your booking is cancelled or goes missing.
- #19 Carry the app for local police and ambulance to ensure you stay safe while away.
- #20 Research and understand the cultural norms of where you are going so that you do not fall foul of customs and laws.
- #21 Check out pre-approved fast-track travel schemes like Global Entry run by the US for low-risk travellers to speed up your travel

#### **During the trip:**

- #22 When going through customs, look to your left as well as your right for the shortest queue as right-handed people tend to only look right.
- #23 Stay fully charged on the go with the Leitz credit-card sized charger. Charge anywhere at any time.
- #24 Never be tied down by your luggage again. Use the Leitz wheel trolley with wire to keep your luggage safe even when it's not with you.
- #25 When the plane is full and you have cabin luggage, make sure to board first so you can store your luggage in the overhead lockers closest to your seat.
- #26 Save space and time, use the Leitz travel USB wall charger and stay fully charged in any country you visit.
- #27 Take your meetings with you wherever you go with the Leitz Bluetooth conference speaker and put your meetings in your pocket.
- #28 Prevent unnecessary data usage, use NavMii satnav, a free app which allows you to download a local map and gives real-time warnings about congestion and hazards.
- #29 Use a corporate card to keep all expenditure in one place.
- #30 Do your expenses as soon as possible to ensure quick reimbursement. Don't lose receipts or forget anything by using Leitz zip pockets.

Explore many different Leitz Complete products that can make your business trips easier, faster and more pleasant under [www.leitz.com/complete](http://www.leitz.com/complete)

**Leitz Complete - business class in every detail.**