



Domestic Traveller Checklist

Planning your trip

- Download the **FCM Mobile app** for city guides, emergency phone numbers, and information about any trip disruptions affecting your itinerary.
- Review the latest travel restrictions and transit requirements **here**.
- If you need accommodation and a transfer, book all trip components at the same time or ask your Travel Manager for assistance to avoid last-minute stress.
- Familiarise yourself with the check-in or carry-on luggage allowance of the airline you are travelling with.
- Download the airline mobile application and check-in to flights 24-hours prior to travel.
- Check your airline's baggage policies. Some items, such as lithium batteries (power banks) and flammable liquids (perfumes or nail polish), are restricted, and there may be quantity and size restrictions too.
- If you're taking aerosols and your laptop in your carry-on luggage, these items may need to be placed in a scanning tray during the airport security screening process.
- Keep an eye out for notifications via the FCM Mobile app or airline directly as flight times may change.

During your trip

- Arrive at the airport at least 90 minutes before your domestic flight to allow time for check-in and security procedures.
- Make sure to carry a valid form of photo identification, such as a driver's license or passport.
- Follow health guidelines, such as wearing masks and maintaining social distancing in airports and on flights (if applicable).

- Keep your phone charged and have portable chargers with you to stay connected and receive updates.
- Travel with only carry-on luggage to avoid long waits at baggage claim or use **our travel packing checklist** here to help pack the essentials.

General tips

- Follow local health and safety guidelines.
- Familiarise yourself with the area, including key landmarks, transportation options, and emergency contact numbers.
- Keep track of all travel-related expenses for reimbursement or budgeting purposes.
- Check the weather to be prepared for the climate at your destination.
- Keep a list of emergency contacts, including your Travel Manager, local authorities, and family.
- Let someone know your travel plans, including your destination and duration of stay.
- Have a backup plan, including alternative flights or transportation options, in case of flight delays or cancellations. Your Travel Manager can help here.

Visit the **FCM Travel's domestic travel page** for easy access to airline schedule disruption updates.

Your FCM team is always here to help.
24/7/365 days a week.

Contact us in the app, on **0800 747 767** or
via afterhours@fcmtravel.co.nz