

How We Manage Your Business Trip

STEP
1

Business Trip Planning

Preparation based on your company's travel regulations

- * Strictly follow your travel policy and create an optimal travel plan.
- * Provide proposals to ensure each traveller can make their trip comfortably.
- * Deliver the latest information.

STEP
2

Visa Acquisition

Proxy application procedures for entry visas

- * Handle visa procedures according to your travel plan.
- * Even with little knowledge of the process, we help you obtain your visa smoothly.

STEP
3

Flight Tickets & Insurance Arrangements

Support during your trip

- * Make the most suitable arrangements, considering travel policy and associated risks.
- * Emergency support hotline available 24 hours a day for weekends and holidays.

STEP
4

Departure

Support during your trip

- * Even if plans change or additional arrangements are needed, you can rely on us.
- * Emergency support hotline available 24 hours a day, even with time differences.

Our Services

+61 (0)2 7908 2553



Air Tickets

Quotation, reservation, issuance & modifications



Hotels

Bookings, changes, and cancellations



Transfers

Airport, hotel & local transportation



Visa Support

e-Visa application on your behalf



Insurance

Overseas travel insurance enrolment