

London

Travel Guide



Introduction

As one of the top business travel destinations globally, it's no surprise that London is a regular commute for corporate travellers in the UK, Europe, and beyond. With its vast infrastructure and extensive networking opportunities, London is a firm favourite amongst corporate travellers for conferences, meetings, exhibitions, and events.

At Selective Travel Management, we have put our knowledge and expertise into this handy travel guide, with some top tips for your next corporate trip to the UK capital.



Airport Options

London has 6 major airports: London City, London Gatwick, London Heathrow, London Luton, London Stansted, and London Southend. We recommend flying into a central airport or the closest airport to where you will be staying to cut down on travel time. If fares are too expensive or if they exceed your corporate travel budget, then flying into an airport further outside the city centre should cut down on your travel costs. Not to worry though, as London has an extensive public transport system that will get you to central locations with very little travel time.

Below is a rough guide on train journey times from the 6 airports to Central London.



Getting into London

Heathrow

If you are travelling from Heathrow Airport, the quickest and easiest option is the Heathrow Express to Paddington Station, running every 15 minutes. Alternatively, the TFL Train is a cheaper option that runs the same route, but is less frequent and slower. Another cheaper option is the London Underground or a National Express coach.

Gatwick

If you are travelling from Gatwick Airport, the fastest option is the Gatwick Express to London Victoria. A cheaper option is the stopping Southern Trains which operate on the same route, but add 15 minutes to travel time. Thameslink trains are also cheaper and run a different route, so may be suitable depending on where you are staying. National Express coaches are even cheaper but are less frequent and take 3x longer.

Luton

If you are travelling from Luton Airport, the quickest option is the Thameslink train service to St Pancras Station, with an express service running every 30 minutes. Luton Parkway Station is located around 1 mile away from the airport with shuttle buses running every 10 minutes. The new Luton DART shuttle service is planned to arrive in 2023 and will link the train station directly with the airport terminal. The cheapest option is a bus service with National Express or Green Line / Terravision, but these take significantly longer at 60 - 90 minutes.

Stansted

If you are travelling from Stansted Airport, the fastest and most frequent transport option is the Stansted Express to Liverpool Street Station. Alternatively, a cheaper option is a bus service with National Express or Airport Bus Express, with various routes available. These bus services only takes around 10 minutes longer than rail.

City

If you are travelling from London City Airport, the best public transport option is the DLR City Airport Link to Central London. Fares are integrated with the Underground System and passengers can switch train on a single journey / ticket.

Southend

If you are travelling from Southend Airport, the best option is a train service between Southend and Liverpool Street Station, which also stops at Stratford. Frequency can be up to 8 trains per hour at peak times or 2-3 trains per hour off peak.

Transport Options

London has one of the largest public transport systems in the world with an integrated underground, bus, and rail network across the city. Depending on which part of London you are in, transport options include: buses, underground rail, overground rail, National Rail, DLR, trams, cycle hire, cable cars, river buses, taxi services, and more.

To save money whilst using the London public transport system, it's convenient to secure an Oyster Card before your trip. The contactless payment card can be used on a range of public transport including the Heathrow Express, allowing you to travel around the city easily without the hassle of purchasing multiple tickets. Alternatively, you can make contactless payments with your debit, credit, or pre-paid card. These type of payments use the same price-cap system as the Oyster Card, ensuring you never go over the lowest fare amount. Remember to always tap in on a yellow card reader at the start of your journey and tap out at the end to pay the correct fare.

If you really want to save money, walking is always an option and we recommend bringing comfortable shoes for your trip. In some cases, walking is actually the most efficient and quickest way to travel between locations, as some tube stations are only minutes apart. As with most cities in the UK, London can be prone to rainy weather, so it is best to bring an umbrella with you or buy one whilst you are there – just in case.



Hotel Options

London boasts a wide range of hotel options to choose from during your stay, offering the necessary amenities to fulfil your travel requirements. We recommend staying as centrally as possible to where you will be working, whilst staying within your corporate travel budget, as hotels in the centre tend to be more expensive than those further out. If you need stay further outside the city, there is no need to worry as the public transport system will get you to where you need to go at a fast and affordable rate.

At Selective Travel Management, we have a Hotel Process in place to ensure we fulfil our Duty of Care as a professional travel Booker and to make sure you receive the service you expect. We quality check all hotels and make recommendations based upon a benchmark of the review sites on the day that you confirm your hotel. The final choice of where you want to stay is yours, we will simply provide our recommendations.

For recommendations on hotel options in London, please get in touch with your Dedicated Team, who can advise on the best accommodation to suit your travel needs. Our team of experts will use their personal experience, expertise, and knowledge to advise on the best accommodation for your trip. We will take into consideration many factors including: the airport you are flying in to, the reason for travel, your travelling scenario (solo, female, group etc.), your personal preferences, and more.



Work Facilities

If you require a co-working space outside of the office, there are a range of options to choose from. These include The Brew, Work.Life, and Uncommon, all of which provide a pay as you go, commitment free working stint. These workspaces are equipped with high-speed internet, private offices, and hot desk options to facilitate your working needs. There are many other flexible options available, whilst some might require a membership and/or monthly payment fee. If you are looking for free working spaces, the Royal Festival Hall at the Southbank Centre offers places to work and collaborate with colleagues, whilst overlooking the stunning views of the River Thames.



Business Districts

London is ranked as one of the world's top business centres alongside New York and is globally recognised as the world's financial capital. London hosts a range of business districts where industry leading corporations continue to base their operations including Amazon, Facebook, Starbucks, and Hitachi. It's largest business district, the City of London, is one of the country's largest financial and banking hubs, and is home to the London Stock Exchange. Canary Wharf is the second largest business and financial district in London. It is a centre for media and banking and is home to world renowned companies including HSBC, Citigroup, MasterCard, Barclays, and more. Other prominent districts include: Westminster, famous for business and government; Camden and Islington, a centre for the creative industries; and Lambeth and Southwark, a highly popular location for accountancy and consultancy firms.



Seeing London

If you happen to have spare time during your stay in London, there are endless activities to choose from to fill your time in the city. From world renowned art museums (including The British Museum, National Gallery and National History Museum) to the range of theatre shows available on the West End, there is something to suit everyone in one of the world's top tourist destinations. Get a skyline view of the city by visiting the famous London landmark, The Shard, or watch a performance at the iconic Royal Albert Hall. Other top attractions include Buckingham Palace, the London Eye, the Houses of Parliament, Big Ben, Tower Bridge, and the Tower of London. If you feel like getting some exercise during your stay, why not take a walk in one of the city's famous parks, including Hyde Park, St. James's Park, Kensington Gardens, and more. London is also home to some of the world's top restaurants (including over 60 Michelin-Starred) with plenty of options for eating solo, in a group, or on the go. If you are looking for general advice or guidance on London, please speak to your Dedicated Team.



Useful Apps

Prior to arriving in London, we recommend you download a navigational mobile app to provide guidance for the ground transport options available. The top mobile apps for getting around London are Citymapper, Moovit, Tube Map, Google Maps, and TFL Go. Individual airline, bus, and train service apps can also be downloaded for live information and timetables.

Other apps that may come in handy include Visit London (free events, must-see attractions, and reviews on restaurants, bars, and cafes), TFL Oyster and Contactless (managing contactless and Oyster cards on the go), London's Best Coffee (recommendations on the best independent coffee stores), OpenTable (restaurant reservations and reviews), London Pass (savings on attractions), TodayTix (discounts on theatre tickets), and Vouchercloud (discounts on restaurants and more).

Interested in other useful business travel apps? [View Top Business Travel Apps](#) ↗





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Business Travel. Simplified.

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