



Business Travel

Notes

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TRAVEL PAPERS AND DOCUMENTATION

- Passport
- Drivers License (ID)
- Visa
- Tickets
- Reservations & Travel Itineraries
- Hotel Loyalty/Frequent Flyer Cards
- Travel Health Insurance
- Printed copies of Tickets, Passports, Emergency Information & Hotel Contact Info
- Email a copy of each to a relative or friend
- Travel Guide & map

FUNDS

- Cash (in the proper currency)
- Credit/ Debit Card(s)
- Company Credit Card
- Travelers Checks (if needed)

MEETING ESSENTIALS

- Business Cards
- Breathe Mints
- Hand Sanitizer
- Company Documents
- Notepad & Pen
- Meeting Agenda & Itinerary
- Expense Tracking for Reimbursement

TECH ITEMS

- Smart Phone, Tablet & Chargers
- Laptop & Accessories including Charger
- Electrical Converters & Adapters
- Flash Drive
- A Portable Backup
- Noise Canceling Headphones

CLOTHING

The Basics

- PJ's
- Underwear
- Hat/Scarf/Gloves/Winter Coat
- Workout Clothes/Shoes
- Bra & Slip



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CLOTHING *continued...*

Casual Business Attire

** for most business trips you can get away with these bare necessities*

- | | |
|---|---|
| <input type="checkbox"/> 2 to 3 Dress Shirts | <input type="checkbox"/> Dress Socks/Nylons |
| <input type="checkbox"/> 1 Pants and/or Skirt | <input type="checkbox"/> Dress Shoes |
| <input type="checkbox"/> 1 Jacket | <input type="checkbox"/> Ties/Suspenders |
| <input type="checkbox"/> Belt | |

Casual Wear

- | | |
|---|--|
| <input type="checkbox"/> 1 Shirt or T-shirt | <input type="checkbox"/> Regular Socks |
| <input type="checkbox"/> 1 Pants | <input type="checkbox"/> Shoes |

TOILETRIES

**remember the 3-1-1 rule if using only carry-on*

- | | |
|--|--|
| <input type="checkbox"/> Brush/Comb/Hair Accessories | <input type="checkbox"/> Manicure Items |
| <input type="checkbox"/> Toothbrush, Toothpaste & Floss | <input type="checkbox"/> Hair Care & Styling Items |
| <input type="checkbox"/> Deodorant/Soap | <input type="checkbox"/> Shaving Essentials |
| <input type="checkbox"/> Personal Medication/Prescriptions | <input type="checkbox"/> Antihistamine |
| <input type="checkbox"/> Prescription Glasses | <input type="checkbox"/> Eye Drops |
| <input type="checkbox"/> Contact Lenses and Solution | <input type="checkbox"/> Cotton Swabs |
| <input type="checkbox"/> Makeup | <input type="checkbox"/> Personal Hygiene Items |
| | <input type="checkbox"/> Lotion/Cream |

MISCELLANEOUS

**check ahead with your hotel to see if they provide some of these items for you*

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Travel Iron/Laundry Kit | <input type="checkbox"/> Batteries |
| <input type="checkbox"/> Alarm Clock/Earplugs | <input type="checkbox"/> Umbrella |
| <input type="checkbox"/> Watch & Keys | <input type="checkbox"/> Book/Music |
| <input type="checkbox"/> Luggage Locks | <input type="checkbox"/> Snacks |