

Business Trip Checklist

Tips

- Try to pack everything you need in a carry-on, to avoid the possibility of lost luggage and to speed up time at the airport.
- If you take checked baggage, pack a second set of business clothes and toiletries in your carry-on bag.
- Choose a carry on bag with wheels.
- If you are travelling by air, and not checking your bag, keep travel restrictions in mind of the countries you are travelling to. All liquids and gels must adhere to size restrictions, and be packed in the correct sized plastic bags. Pack these bags in an outside pocket or on top in your suitcase for easy access through security checkpoints.
- Make sure your laptop is easily accessible as you will need to remove it as you go through security.
- Check that the local water is safe to drink.
- Be aware of what foods are safe to eat.
- Be aware of local social and business customs; dress and act accordingly.
- Check with your Department of Foreign Affairs for security status of your destination country

For business meetings and networking

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|---|---|
| <input type="checkbox"/> Business cards | <input type="checkbox"/> Pen and pad |
| <input type="checkbox"/> Breath mints | <input type="checkbox"/> Office supplies (e.g. paper clips, sticky notes) |
| <input type="checkbox"/> Hand sanitiser (small container) | <input type="checkbox"/> Gifts (if any) |
| <input type="checkbox"/> Pre-made generic name badge – include name, title, company | <input type="checkbox"/> Marketing material |

For working

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|---|---|
| <input type="checkbox"/> Laptop (and/or tablet) and power cable; laptop bag | <input type="checkbox"/> Wi-Fi card (to enable internet connection for more than one device) |
| <input type="checkbox"/> Mobile phone and wall / car charger | <input type="checkbox"/> USB flash drive |
| <input type="checkbox"/> Travel SIM card (for mobile data) | <input type="checkbox"/> Laser pointer (if giving presentations) |
| <input type="checkbox"/> Earphones | <input type="checkbox"/> Laptop accessories kit (USB hub, numeric-entry keypad, mouse, USB adaptor) |
| <input type="checkbox"/> Plug converter(s) for every country you visit (enough converters to run/charge your various gadgets) | <input type="checkbox"/> Envelope for receipts that need to be expensed. Make a note on the front of the envelope of date, expense amount and reason for expense. |
| <input type="checkbox"/> Multi-charger (for hotel rooms with limited electrical outlets) or recharge via USB off your laptop | |

For travel

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|---|--|
| <input type="checkbox"/> Passport (valid to at last 6 months past the expected return date) | <input type="checkbox"/> Travel apps: airline travel, where to eat |
| <input type="checkbox"/> Visas / other paperwork | <input type="checkbox"/> Medical card |
| <input type="checkbox"/> Travel insurance policy (read your company's travel policy) | <input type="checkbox"/> Driver's licence |
| <input type="checkbox"/> Credit card | <input type="checkbox"/> Hotel loyalty / frequent flyer card |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Copy of doctor's prescriptions |
| <input type="checkbox"/> Hotel reservation / booking confirmations | <input type="checkbox"/> Medical history / list of all medication you are taking |
| <input type="checkbox"/> Plane ticket (or e-ticket) | <input type="checkbox"/> Addresses and contact numbers of your destination(s) |
| <input type="checkbox"/> Vaccinations / updated vaccination card | <input type="checkbox"/> Travel alarm clock (or use your mobile phone) |
| <input type="checkbox"/> Itinerary | <input type="checkbox"/> TSA-approved luggage locks |

- ☐ Luggage tags
- ☐ Earplugs / sleeping mask / flight socks / neck pillow
- ☐ E-book reader / books / magazines
- ☐ Guidebooks, maps, phrasebooks
- ☐ Plastic ziplock bags
- ☐ Sewing kit

- ☐ Spare batteries
- ☐ Travel iron
- ☐ Backpack
- ☐ Small flashlight
- ☐ Chewing gum or mints (for flying)

Clothes

- ☐ Business attire (e.g. suit jacket, shirts, ties, pants, dress, skirt, tops/blouses)
- ☐ Smart casual or formal evening wear for dining out
- ☐ Comfortable casual wear for “free time”
- ☐ Sportswear (e.g. gym gear, squash, golf running, swimwear)
- ☐ Shoes (walking, dressy, sports)
- ☐ Socks
- ☐ Underwear
- ☐ Pantyhose
- ☐ Belt
- ☐ Travel umbrella / raincoat
- ☐ Sleepwear
- ☐ Warm clothing (jacket, hat, gloves)
- ☐ Toothbrush / paste / floss
- ☐ Shaving equipment
- ☐ Soap

- ☐ Deodorant
- ☐ Personal hygiene items
- ☐ Shampoo / conditioner
- ☐ Cosmetics / mirror
- ☐ Cleanser / moisturiser / body lotion
- ☐ Hairdryer / straightener / curling iron
- ☐ Sunscreen
- ☐ Lip balm with SPF
- ☐ Towels (if not staying in a hotel)
- ☐ Sunglasses
- ☐ Eye glasses
- ☐ Watch
- ☐ Jewellery
- ☐ Medication / pain tablets
- ☐ Nail clippers / tweezers (pack in checked luggage)

Office checklist

- ☐ Organise any meetings to take place during your trip; book appointments and meeting rooms
- ☐ Confirm appointments, schedules, reservations
- ☐ Finish projects
- ☐ Set out-of-office on your email
- ☐ Notify colleagues and clients of your departure/absence
- ☐ Print out hard copies of your presentations, agendas and important

documents; and save soft-copies of the same on your laptop and/or USB stick, and in a cloud location.

- ☐ Leave details of your trip (contact information, hotel, itinerary) with a colleague.
- ☐ Register your travel intentions with your nearest embassy (online)
- ☐ Backup laptop
- ☐ Sync mobile phone

Home checklist

- ☐ Check-in online with airline
- ☐ Leave itineraries and contact details with family or friend
- ☐ Pre-pay bills
- ☐ Post Office to hold mail delivery (or arrange for mail to be collected)

- ☐ Clean out refrigerator
- ☐ Unplug appliances
- ☐ Turn off heater / air conditioner
- ☐ Turn down water heater
- ☐ Lock all doors and windows