

Business Travel Checklist

Travel Bookings

- Departure Flight, Bus or Train
- Confirmed hotel reservation
- Arrange airport transfer
- Finalized meeting schedule at the destination

Physical Documents

- Passport & VISA
- Other government IDs
- Flight tickets & Hotel reservation
- Travel insurance

Electronics & Accessories

- Laptop or Tablet
- Smartwatch & Earphones
- Laptop and phone charger
- Power Bank
- USB cables & universal travel adapter
- SSD or Hard Drive

Clothing

- Blazers & formal suits

Business Travel Checklist - continued

Clothing

- Shirts & trousers
- Belt, Tie and other accessories
- Formal Shoes and casual shoes
- Underwear and socks
- Jackets, sweater, coats etc

Grooming Kit

- Toothbrush, toothpaste & mouthwash
- Facewash, moisturiser, sunscreen, conditioner
- Razor, trimmer, shaving cream and comb

Health essentials and medicines

- Doctor prescribed medicines with prescription
- Allergy and flu medicines
- Motion sickness tablets, band-aids etc

Money

- Cash, enough to be at safe place and eat food
- Debit & Credit cards
- Foreign currency (if international)
- Expense tracking app

Business Travel Checklist - continued

Before Leaving Home

Turn off gas and switch off unnecessary lights

Empty trash cans

Arrange pet care