

Business Travel Checklist

This list can be customized to suit your specific needs and travel arrangements. Here are a few tips on how to use your travel checklist:

1. **Print travel checklist** and insert into a clear cover sheet or store on our mobile device in Notes section.
 - a. Keep a copy in your suitcase, closet or convenient place you'll remember when you pack
 - b. Keep a digital file on your mobile device in Evernote or Notes
2. **Schedule time** in your calendar to review your travel checklist prior to leaving town for any actions items you need to do or items you need to purchase
3. **Have toiletry bags ready to go** – filled with everything you need so you can grab it and go. When you return from your trip, immediately refill or purchase products like travel size shampoos and toothpaste.

<p><u>Before you go:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Flight / Train reservations <input type="checkbox"/> Hotel reservations <input type="checkbox"/> Car reservations <input type="checkbox"/> Purchase trip interruption / cancellation and medical insurance <input type="checkbox"/> Passport / Visa / Picture I.D. are current & valid for 6 months longer than your intended return <input type="checkbox"/> Cash / travelers cheques / credit cards <input type="checkbox"/> Chargers - laptop battery & cell phone <input type="checkbox"/> Arrange for mail-pickup <input type="checkbox"/> Arrange for pet and plant care <input type="checkbox"/> Refill prescriptions - store in carry on bag <input type="checkbox"/> Let a neighbor or friend know your itinerary & phone numbers <input type="checkbox"/> Map & directions to meetings www.googlemaps <input type="checkbox"/> Notarized letter for a child traveling with you, if needed <input type="checkbox"/> Out-of-office message on voicemail <input type="checkbox"/> Out-of-office auto-response on e-mail <p><u>International Travel:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical shots <input type="checkbox"/> Medications for tropical illnesses <input type="checkbox"/> Plug adapter kit (110V adapter) 	<p><u>Business Materials:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Mini-travel briefcase: <ul style="list-style-type: none"> <input type="checkbox"/> Agenda's & Meeting notes <input type="checkbox"/> Reading materials <input type="checkbox"/> Business cards / brochures <input type="checkbox"/> Thank you notes <input type="checkbox"/> Postage / Return address labels <input type="checkbox"/> Pens / Pencil / Highlighter / Post-it-notes / Mini stapler <input type="checkbox"/> Calling card / access codes <input type="checkbox"/> Cell phone / Battery charger <input type="checkbox"/> Client and project files <input type="checkbox"/> Handouts <input type="checkbox"/> Laptop computer accessories <input type="checkbox"/> Slide presentation <input type="checkbox"/> Passwords / Access codes <input type="checkbox"/> Pointer / Marker pens <input type="checkbox"/> Products / Order forms <p><u>Pre-Departure</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash / Credit Cards <input type="checkbox"/> Flight / Train Tickets <input type="checkbox"/> Hotel Reservation / Travel Itinerary <input type="checkbox"/> Cash for departure fees
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Clothing - Women

- Bathrobe / Sleepwear
- Belts
- Coat / Scarves / Gloves / Hats
- Dresses – Dressy & Casual
- Pants - Dress / Casual / Jeans
- Shirts – Dressy & Casual
- Shoes – Dress / Casual / Winter / Summer / Runners
- Shorts
- Skirted suites
- Socks / Nylons
- Sweaters
- Swimsuit / Flip-flops / Cover-up / Goggles
- Undergarments
- Workout gear
- Carry-on bag for emergencies (change of clothes, toothbrush, etc.)

Toiletries - Women:

- Cotton facial pads / Q-tips
- Deodorant
- Eyewear - Contacts / Case / Solution / Glasses / Sunglasses
- Facial Cleanser / Day Cream / Night Cream
- Hair Dryer / Brush / Comb / Accessories
- Hair products – Hairspray / Sculpting lotions
- Hand Lotion / Sunscreen / Mosquito repellent
- Jewelry Bag - Earrings / Necklaces / Bracelets / Pins
- Kleenex / Lint Roller / Mirror
- Nail Polish / Polish Remover
- Personal Hygiene Items
- Shampoo / Conditioner
- Shaver / Shaving Cream / Blades
- Toothbrush / Toothpaste / Floss
- Tweezers / Clippers / Nail Scissors / Nail file

Clothing - Men

- Belts
- Coat / Scarves / Gloves / Hats
- Jewelry / Cufflinks
- Pants - Dress / Casual / Jeans
- Shirts – Dress & Casual
- Shoes – Dress / Casual / Winter / Summer / Runners
- Shorts
- Sleepwear & bathrobe
- Socks – Dress & casual
- Suits
- Sweaters
- Swimsuit / Thongs / Cover-up / Goggles / Hat
- Ties
- Underwear
- Workout gear
- Carry-on bag for emergencies (change of clothes, toothbrush, etc.)

Toiletries - Men:

- Aftershave
- Deodorant
- Eyewear - Contacts / Case / Solution / Glasses / Sunglasses
- Hair Dryer / Brush / Comb
- Hair products
- Hand Lotion / Sunscreen / Mosquito repellent
- Kleenex
- Lint Roller
- Shampoo / Conditioner
- Shaver / Shaving Cream / Blades
- Toothbrush / Toothpaste / Floss
- Tweezers / Clippers / Nail Scissors / Nail file
- Topical ointments / Antibacterial creams

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- Topical ointments / Antibacterial creams

Medications (Pack medications in original containers):

- Allergy / Headache meds / Antacids / Birth control
- Band-Aids
- Vitamins

Other items to pack:

- Binoculars
- Extension cord
- Camera / Film / Batteries AA, AAA
- Cell Phone / Charger
- Destination coupons
- Extra tote bag
- Headphones for Airplane
- Hostess gift / Card
- Laundry bag / Soap tablets / Fabric softener sheets (sealed in zip lock bag)
- Maps / Guidebooks
- Music / Games / Entertainment
- Snacks / Bottled water / Energy bars
- Travel alarm
- Travel Guidebooks / Maps
- Umbrella
- Ziploc bags

Before you leave your home:

- Plane / Train tickets / Important numbers**
- Check automatic sprinkler system
- Check lights inside and out / Set timers
- Check thermostats
- Check windows and door locks
- Clean out refrigerator
- I.D. inside and outside all luggage
- Pay bills that are due
- Take out trash
- VIP Frequent Flyer Pass / Coupons / Upgrade Certificates
- Water plants
- LOCK YOUR DOORS & garage and set security system**