

Business Travel Checklist

Before you go:

- Flight / Train reservations
- Hotel reservations
- Car reservations
- Purchase trip interruption / cancellation and medical insurance
- Passport / Visa / Picture I.D. are current & valid for 6 months longer than your intended return
- Cash / travelers cheques / credit cards
- Chargers - laptop battery & cell phone
- Arrange for mail-pickup
- Arrange for pet and plant care
- Refill prescriptions - store in carry on bag
- Let a neighbor or friend know your itinerary & phone numbers
- Map & directions to meetings www.googlemaps
- Notarized letter for a child traveling with you, if needed
- Out-of-office message on voicemail
- Out-of-office auto-response on e-mail

International Travel:

- Medical shots
- Medications for tropical illnesses
- Plug adapter kit (110V adapter)

Business Materials:

- Mini-travel briefcase:
 - Agenda's & Meeting notes
 - Reading materials
 - Business cards / brochures
 - Thank you notes
 - Postage / Return address labels
 - Pens / Pencil / Highlighter / Post-it-notes / Mini stapler
- Calling card / access codes
- Cell phone / Battery charger
- Client and project files
- Handouts
- Laptop computer accessories
- Slide presentation
- Passwords / Access codes
- Pointer / Marker pens
- Products / Order forms

Pre-Departure

- Cash / Credit Cards
- Flight / Train Tickets
- Hotel Reservation / Travel Itinerary
- Cash for departure fees