PROFESSIONAL TRAVEL
BUSINESS TRIP CHECKLIST

PROFESSIONAL ITEMS
☐ ITINERARY/CALENDAR
☐ GPS/DIRECTIONS
☐ FOLDERS/DOCUMENTS
☐ BRIEFCASE/BAG
☐ RECEIPT ENVELOPE
☐ HEADPHONES/EAR PLUGS
☐ HOTEL INFORMATION
☐ FLIGHT INFORMATION
☐ ID/PASSPORT
☐ WALLET/CASH & CREDIT CARD
☐ NAMETAGS
☐ LAPTOP & CHARGER
☐ CELL PHONE & CHARGER
☐ GLASSES & SUNGLASSES
☐ UMBRELLA

CLOTHING
☐ SUITS/SPORT COATS
☐ DRESS SHOES
☐ PANTS/DRESSES
☐ DRESS SOCKS/HOSE
☐ TIES
☐ DRESS SHIRT/BLOUSE
☐ UNDERGARMENTS/CAMISOLE
☐ WATCH/JEWELRY
☐ BELT/HANDKERCHIEF
☐ SHIRTS/T-SHIRTS
☐ OVERCOAT/JACKET
☐ HAT/GLOVES
☐ SLEEPWEAR
☐ WORKOUT WEAR
☐ CASUAL WEAR

PERSONAL ITEMS
☐ TOOTHBRUSH/TOOTHPASTE
☐ SHAMPOO/CONDITIONER
☐ DEODORANT
☐ MEDICATION
☐ HAIR PRODUCTS
☐ Q-TIPS
☐ NAIL CLIPPERS
☐ MAKEUP/LIP BALM
☐ SUNSCREEN
☐ RAZOR/SHAVING CREAM
☐ SOAP/BODY WASH
☐ MOUTHWASH/GUM

PACKING TIPS

1. WHETHER FLYING OR NOT, GET ACCUSTOMED TO PACKING LIQUIDS IN A QUART SIZE ZIPLOCK BAG
2. HAVE A PERSONAL ITEMS BAG ALWAYS PACKED AND READY TO TRAVEL
3. HAVE A SUITCASE THAT WILL FIT IN AN AIRLINE OVERHEAD BIN, CHECK AIRLINE SIZE REQUIREMENTS BEFORE DEPARTURE
4. ANYTHING YOU NEED ACCESS TO WHILE FLYING, SHOULD BE PACKED IN A BAG THAT WILL FIT UNDER YOUR SEAT.
5. TRAVEL WITH NO-IRON CLOTHING IF POSSIBLE
AIR TRAVEL

• Use airline apps and websites to book travel, do not use discount third party travel sites.
• Check airline policies on baggage before you pack.
• Pack everything into a carry-on bag if at all possible. If not, pack one change of clothes in your carry-on bag in case your checked bag gets lost.
• Arrive at the airport a minimum of 1 hour before a domestic flight and a minimum of 2 hours before an international flight.
• Make sure to give yourself plenty of time to account for possible delays such as traffic, road construction, or weather.
• Know the TSA airport travel rules and be prepared to accommodate TSA agents when going through security. Be ready to go through security.
• Have earphones and a music or videos to watch on the flight.

CAR TRAVEL

• If you have to use your own car, keep up with your mileage, make sure your car is in good mechanical shape, and you have a full tank of fuel.
• Rent a car if possible or use a fleet car. If there is a problem with the car then you have the opportunity to get another one.

HOTEL STAYS

• Use the hotel website or the hotel app to book your room. If there is problem its easier to make changes.
• Make sure you have applied to be in the rewards programs for hotel chains you plan to use.
• Use a hotel or airline credit card to book your stay to earn points for future stays and airline travel.