

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.