

BUSINESS TRIP CHECKLIST

This checklist has been prepared in order to assist and guide you in packing efficiently for your business trip. You would find that it includes all the necessary list of items you might need in a day to day basis during your work trip and even precautionary measures in times of an accident so that you are not lacking at any point in your travel. You may add/delete any item that might not be applicable to you.

Documents & Information Related Items List

- Travel tickets and booking confirmations
- Frequent flyer card
- Photocopy of all your travel documents
- Your business travel itinerary
- Passport and visa (if applicable)
- Business travel insurance policy
- Updated international vaccination card (if applicable)
- Driving license (if doing any driving)
- Cash in hand and payment cards (debit/credit/prepaid currency cards)
- Wallet
- Copy of doctor's prescriptions (if applicable)
- Medical history (if applicable)
- Emergency contact information
- Your business cards
- Your work papers and documents

Clothes and Miscellaneous Items List

- A good travel bag other than your suitcase
- Inflatable travel pillow/neck pillow
- Business attire, i.e. suit, shirts, etc.
- Casual and formal wear for leisure
- Sportswear (if applicable), e.g. gym wear, swimwear, etc.
- Comfortable travel outfit
- Pajamas
- Underwear and socks / pantyhose
- Shoes – formal and casual
- Umbrella
- Belt
- Ties
- Watch
- Jewelry

Electronics and Gadgets

- Mobile phone & charger
- Laptop or iPad and charger

- Power bank
- Plug adaptor & converter (if different electrical standard)
- Extension cord
- Laptop accessories, that include USB hub, mouse, USB adaptor, etc.
- eBook reader

Toiletries and Health Concerns

- Your preferred toiletries (i.e. lotion, shampoo, toothbrush, deodorant & others)
- Hair dryer (if you prefer)
- Comb or brush
- Small mirror
- Shaving kit (if applicable)
- Make up kit (if applicable)
- Feminine hygiene products (if applicable)
- Hand sanitizer
- Small first aid kit
- Malaria tablets (if travelling in malaria infested area)
- Contraceptives (if applicable)
- Glasses/contact lenses (if applicable)

Other Possible Essentials List

- Books/magazines to read in your leisure time
- Notebook/journal and pen
- Address/contact book
- TSA-Approved Luggage Locks
- Earplugs, sleeping mask
- Chewing gum or mint (if flying)
- Plastic Ziploc bags
- Sewing kit and scissors
- Spare batteries
- Travel iron
- Small flashlight
- Insect repellent (if applicable)