

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



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.



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



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.