Business Travel Checklist

A complete business travel checklist covering documents, work tech, professional attire, expenses and pre-trip tasks.

Documents and Itinerary

- [ ] ID or passport and any required visas
- [ ] Flight, hotel, and transport confirmations
- [ ] Printed and digital copies of your itinerary
- [ ] Meeting agenda and contact details
- [ ] Business cards
- [ ] Company travel policy and approval documents

Tech and Work Gear

- [ ] Laptop and charger
- [ ] Phone, charging cable, and a power bank
- [ ] Universal travel adapter for international trips
  Check the plug type and voltage for your destination.
- [ ] Noise-canceling headphones
- [ ] Presentation clicker, dongles, and adapters
- [ ] External drive or notebook for backups
- [ ] Spare pens and a slim folder for documents

Professional Attire

- [ ] Outfits for each meeting day plus one spare
- [ ] Wrinkle-resistant suit, blazer, or dress
- [ ] Dress shirts or blouses
- [ ] Dress shoes and matching belt
- [ ] Accessories: tie, scarf, or jewelry
- [ ] A garment bag to keep attire crisp

Casual and Downtime

- [ ] Comfortable travel-day outfit
- [ ] Casual evening wear for dinners
- [ ] Workout clothes and shoes if you use the gym
- [ ] Sleepwear
- [ ] Underwear and socks for the trip plus spares

Toiletries and Health

- [ ] Travel-sized toiletries within carry-on limits
- [ ] Toothbrush, toothpaste, and deodorant
- [ ] Daily medications and a small first-aid kit

- [ ] Razor and grooming kit
- [ ] Hand sanitizer and a face mask

Expenses and Finance

- [ ] Corporate or personal card and some cash
- [ ] Envelope or app to collect receipts
- [ ] Per diem details and expense policy
- [ ] Local currency for international trips
- [ ] Note of reimbursable categories and limits

Before You Leave

- [ ] Set an out-of-office reply and delegate tasks
- [ ] Confirm meeting times across time zones
- [ ] Charge all devices fully
- [ ] Download files, slides, and offline maps
- [ ] Check in for your flight and save boarding passes
- [ ] Arrange airport transport at both ends