

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