

Trip _____

Dates _____

Business Travel Checklist

- Trip itinerary (one copy for travel / one copy for home)
- Flight reservations - Electronic ticket
 - Electronic check-in 24 hours in advance
 - Passport / photo ID
- Hotel reservation - Confirmation #, address and phone #
- Car rental reservation - Confirmation # and phone numbers
 - Driving directions to hotel - addresses, phone #
 - Driving directions to all travel sites - addresses, phone #
- Envelope - expense receipts
- Cash - including small bills for tips
- Briefcase / travel bag
 - Reading material
 - Business cards and marketing materials
 - Pens, pencils, post-its, etc.
 - Portfolio / notepads
- Electronics
 - Laptop computer with cords and charged batteries
 - Back-up of electronic files on disc or data fob
 - Cell phone with re-charger
 - PDA / Blackberry with re-charger(s)
 - Internet access codes / PINs
- Change email "Out of Office" message
- Change voice mail message
- Check destination weather forecast
- Files and documents: _____

