



## BUSINESS TRIP CHECKLIST

### 1. PREPARING AT WORK

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- If traveling internationally, plan ahead to obtain any necessary paperwork and vaccinations.
- Familiarize yourself in advance with local business customs common at your destination.
- Organize any meetings to take place on your trip; book appointments and meeting rooms.
- Make sure you have all contact information for the people with whom you will be meeting.
- Tie up loose ends at your office: finish or delegate time sensitive projects, set up out-of-office replies, remind co-workers about your departure dates.
- Print out hard copies of presentations, agendas and important documents (such as passport and credit card if traveling internationally).
- Confirm appointment schedules, reservations, etc.
- Check in for your flight online the day before to save time at the airport.

### 2. PREPARING AT HOME

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- Arrange for child, pet and house/plant care; communicate instructions to your care providers.
- Pause routine deliveries (mail, newspaper, etc.) or arrange for someone to bring them in daily.
- Leave house and car keys and your complete itinerary with a friend or family member.
- Make your home appear occupied by putting lights and a radio on timers.
- Lock all doors, windows and garages, and turn down thermostat.

### 3. PACKING FOR THE TRIP

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- Make a list of the specific clothing items you will need for all of the functions you will attend. (Keep a packing list on your computer to repurpose for each trip.)
- Make a list of any non-clothing items needed, such as passport, laptop, portable drive with copies of presentation materials, any other electronics equipment.
- Try to pack everything you'll need in a carry-on bag to avoid the possibility of lost luggage.
- If you check your bag, pack a second set of business clothing and toiletries in your carry-on bag in case your luggage is lost or delayed.

### 4. WHAT TO LEAVE FOR FAMILY & CAREGIVERS AT HOME

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- Your itinerary with the names, addresses and phone numbers of the hotels where you will be staying.
- Phone numbers for you, doctor, vet, pharmacy, mechanic, school, daycare, alarm company, and a helpful neighbor or friend. (Keep this list of phone numbers on your computer so you can easily update if needed before each trip.)
- Instructions for care providers (another document you could keep on your computer for reuse).
- Consent for medical treatment forms and insurance cards.
- Cash for groceries and emergencies.