

# BUSINESS TRAVEL CHECKLIST

Here's our business travel checklist to help you plan the best trip possible!

## YOUR FIRST STEPS

- First, find out who's responsible for your travel planning.
- If you fly for business a lot, be sure to sign up for your airline's loyalty program.
- Start looking for accommodation early. Stay close to work, and try to make sure your accommodation has a work space where you can use your laptop and make phone calls.

## GET YOUR WORK PLACE READY

- Finish work projects you are currently working on.
- Let coworkers and business partners know where you're going and how long.
- Set up an out of office email, if necessary.
- Prepare the schedule for your business meetings on your trip.
- Organize the important business documents for your trip, including confirmations, copies of your travel documents, presentations and handouts.

## PREPARE YOUR HOME FOR WHEN YOU'LL BE GONE

- Leave your itinerary, addresses and contact phone numbers with someone you trust.
- Tell a trusted friend about your exact itinerary
- Get someone to take care of your family, pets and plants while you're gone.
- Lock doors and windows, turn on the alarm and set timers to turn lights on and off.
- Suspend or redirect routine deliveries such as newspapers or milk.
- Optional: Give the house a quick clean before you leave.
- Turn down the thermostat.
- Check with your home insurance to see if you need to have someone check in on your house while you're gone.

## TRAVEL PREP

- Make sure you have the necessary travel documents.
- Get some cash in the local currency.
- Take care of any vaccinations or medical documents.
- Look into any specific workplace customs or practices for where you're traveling.
- Get travel insurance.
- Charge all of your devices the day before you leave on your trip. That way you won't be caught flat-footed if your plane doesn't offer outlets or USB charging ports.

## AT THE AIRPORT AND IN THE AIR

- To save time, consider **signing up for Global Entry** and **TSA Precheck**.
- Double check any baggage requirements.
- Try to travel carry on only. Checked bags can be lost or delayed.
- If you check a bag, keep essentials like your laptop, business documents, underwear, and prescriptions in your carry-on bag in case your checked luggage is lost or delayed.
- Get a lightweight, sturdy carry-on bag with wheels, and carry a personal item as well.
- Get clothing designed for travel with lots of pockets.
- Stay hydrated on the plane.