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.