

BUSINESS TRIP PACKING LIST

PACKING TIPS

- Make sure the liquids in your carry-on luggage (such as your shampoo or your soap) are in bottles that are not larger than 3 oz.
- Put your shampoo and conditioner, and any other liquids that may leak in a zip-lock plastic bag.
- Don't pack what you don't need. If you're certain your hotel will have a hair dryer, shampoo and conditioner, there's no need to pack these items.

PERSONAL

- Credit cards and bank cards
- Passport
- Other banking or personal ID

CLOTHING

Your business culture will determine exactly what to bring (whether it's formal business attire like suits or business casual).

Bring layers, and make sure your clothes coordinate by sticking to colors and patterns that all mix together.

- Shirt. I recommend one top per day, if possible.
- Pants or skirt. I recommend one pair for every two days. If you've color co-ordinated your clothing, you can get away with wearing a neutral colored bottom at least two days in a row.
- Underwear. I recommend one pair per day, if that's possible, so you won't need to bother washing them.
- Jacket
- Sunglasses and a sun hat, or a scarf and mittens.
- Pajamas

Footwear. Make sure that you pack at least one pair of comfortable business appropriate shoes, as you never know if you'll have to walk between offices.

Socks

Belts

Optional: Pantyhose

TECH AND BUSINESS

WiFi hotspot

Camera

Laptop or tablet

Smartphone

Cell phone chargers (wall plug charger and a portable external charger)

Noise cancelling headphones

Business cards

TOILETRIES

Toothbrush, toothpaste and floss

Deodorant

Earplugs

Prescription and non-prescription drugs. Try to keep both in the original container, and keep your prescription handy.

Hairbrush

Skincare products

Electric razor or disposable razor

Eyeglasses and contact lenses and contact lens solution

Prescription for eyeglasses

FOR WOMEN ONLY

Bring your own tampons and pads, or use a menstrual cup like the Diva cup. In some countries, tampons can be especially hard to find, and brands can be quite a bit different away from home.

OPTIONAL

- Umbrella
- Scarf in your carry on. This can double as a blanket during flight, and a fashion accessory later.
- A small first aid bag with items you think you'll need like pain relievers, band aids and cough drops. It's never a bad idea to pack Pepto Bismal and ex-lax (or, as we call it, the stop and go duo).
- Birth control
- Voltage converter
- Travel clothes steamer
- Tide stain remover pen
- Lint roller
- Travel iron
- Small compression bag for laundry
- Breath mints. Avoid gum, as it's considered rude in many countries.
- Travel pillow and or blanket
- Baby wipes or facial wipes
- Snacks. We often carry small packets of trail mix or protein bars in our carry on.