

BUSINESS TRIP CHECKLIST *Clothing*

FORMAL WEAR

- Business Suits
- Formal Shirts/Blouses
- Formal Shoes
- Ties/Scarves
- Belt
- _____
- _____
- _____
- _____

CASUAL WEAR

- Casual Shirts/T-Shirts
- Casual Pants/Jeans
- Casual Footwear
- Jacket/Sweater (If needed)
- _____
- _____
- _____
- _____

ACCESSORIES

- Watch
- Cufflinks
- Jewelry (Minimal)
- Sunglasses
- _____
- _____
- _____
- _____
- _____

OTHERS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

BUSINESS TRIP CHECKLIST *Gadgets*

WORK GADGETS

- Laptop (with charger)
- Smartphone (With charger)
- Portable Projectors (if needed)
- _____
- _____
- _____
- _____
- _____
- _____

TRAVEL GADGETS

- Adaptors (for different plug types)
- Power Bank
- Headphones (Noise-Cancelling)
- Travel Alarm Clock
- _____
- _____
- _____
- _____
- _____

OTHERS

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

BUSINESS TRIP CHECKLIST *Documents*

IDENTIFICATION

- Passports
- Driver's License / ID
- _____
- _____
- _____
- _____

TRAVEL DETAILS

- Flight Tickets
- Hotel Bookings
- Meeting Schedules
- _____
- _____
- _____

BUSINESS MATERIALS

- Business Cards
- Company ID
- Presentation Materials
- _____
- _____

LEGAL & HEALTH

- Travel Insurance Documents
- Visas & Work Permits (if Applicable)
- _____
- _____
- _____



BUSINESS TRIP CHECKLIST

Personal Care

HYGIENE

- Shaving Kit
- Toothbrush & Toothpaste
- Deodorant
- Feminine Hygiene Products
- _____
- _____
- _____
- _____

HEALTH

- Prescription Medications
- Over-the-Counter Medications (pain relievers, etc.)
- First Aid Kit
- _____
- _____
- _____
- _____

COMFORT

- Travel Pillow
- Eye Mask
- Earplugs
- _____
- _____
- _____
- _____
- _____

COVID-19 ESSENTIALS

- Face Masks
- Hand Sanitizer
- Sanitizing Wipes
- _____
- _____
- _____
- _____
- _____