BUSINESS TRIP CHECKLIST Clothing

FORMAL WEAR	CASUAL WEAR
 Business Suites Formal Shirts/Blouses Formal Shoes Ties/Scarves Belt 	 Casual Shirts/T-Shirts Casual Pants/Jeans Casual Footwear Jacket/Sweater (If needed)
ACCESSORIES	OTHERS
 Watch Cufflinks Jewelry (Minimal) Sunglasses 	



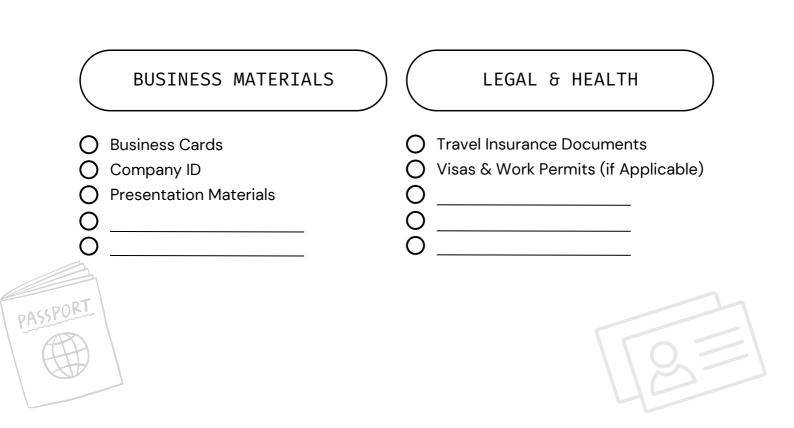
BUSINESS TRIP CHECKLIST Gadgets

WORK GADGETS	TRAVEL GADGETS
 Laptop (with charger) Smartphone (With charger) Portable Projectors (if needed) 	 Adaptors (for different plug types) Power Bank Headphones (Noise-Cancelling) Travel Alarm Clock
OTHERS	



BUSINESS TRIP CHECKLIST Documents

IDENTIFICATION	TRAVEL DETAILS
 Passports Driver's License / ID 	 Flight Tickets Hotel Bookings Meeting Schedules





BUSINESS TRIP CHECKLIST Personal Care

HYGIENE	HEALTH
 Shaving Kit Toothbrush & Toothpaste Deodorant Feminine Hygiene Products 	 Prescription Medications Over-the-Counter Medications (pain relievers, etc.) First Aid Kit
COMFORT	COVID-19 ESSENTIALS
 Travel Pillow Eye Mask Earplugs O <l< td=""><td> Face Masks Hand Sanitizer Sanitizing Wipes Ooo Ooo<</td></l<>	 Face Masks Hand Sanitizer Sanitizing Wipes Ooo Ooo<

