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BEFORE YOU GO

Business trip checklist

TRAVELER	TRIP	BACK IN THE OFFICE

2-4 WEEKS BEFORE

- ❑ Trip approved by manager
- ❑ Read the travel policy (class, hotel limit, per diem)
- ❑ Flights, hotel and car booked (company tool or card)
- ❑ Meetings confirmed with dates and addresses
- ❑ Passport valid 6+ months and visa (if abroad)

THE WEEK BEFORE

- ❑ Calendar blocked; meetings moved
- ❑ Handover note to a colleague
- ❑ Out-of-office reply written
- ❑ Presentation and documents saved offline
- ❑ Phone plan for roaming (if abroad)
- ❑ Laptop updated; VPN tested

WHEN YOU GET BACK

- ❑ Receipts sorted by day
- ❑ Expense report submitted
- ❑ Follow-up emails and notes from meetings
- ❑ Mileage / points recorded

HANDOVER: WHO COVERS WHAT, OPEN ISSUES, HOW TO REACH ME