office printable .com

BUSINESS TRIP PACKING LIST

TRIP TO	DATES	NIGHTS	DRESS CODE

WORK CLOTHES

- ❑ Suit or blazer
- ❑ Shirts / tops (1 per day)
- ❑ Trousers or skirts
- ❑ Work shoes
- ❑ Belt, tie, accessories
- ❑ Something for a dinner out

DOCUMENTS AND MONEY

- ❑ ID or passport
- ❑ Boarding passes (app)
- ❑ Hotel and car confirmations
- ❑ Company card and personal card
- ❑ Some local cash
- ❑ Business cards
- ❑ Travel policy / per diem

CARRY-ON BAG

- ❑ Notebook and pens
- ❑ Water bottle (empty for security)
- ❑ Snacks
- ❑ Folder for receipts

EVERYDAY

- ❑ Underwear and socks
- ❑ Sleepwear
- ❑ Casual outfit for travel
- ❑ Workout clothes and shoes
- ❑ Jacket or umbrella (weather)

TECH

- ❑ Laptop and charger
- ❑ Phone charger and power bank
- ❑ Plug adapter (abroad)
- ❑ Headphones
- ❑ Presentation on USB / cloud
- ❑ Clicker / HDMI adapter

TOILETRIES (LIQUIDS BAG)

- ❑ Toothbrush and toothpaste
- ❑ Deodorant, skin care
- ❑ Razor / makeup
- ❑ Medicines and glasses
- ❑ Hand sanitizer