

Business Travel Checklist

Prepare work documents, devices, meeting materials, bookings, and expense items.

Checklist

<input type="checkbox"/> Laptop	<input type="checkbox"/> Charger
<input type="checkbox"/> Meeting agenda	<input type="checkbox"/> Business cards
<input type="checkbox"/> Receipts folder	<input type="checkbox"/> Travel documents

Follow-up actions

Action	Owner	Due date	Done

Notes

Notes