

BUSINESS TRAVEL ITINERARY CHECKLIST

Travel Papers and Accommodation	
<input type="checkbox"/> Passport	<input type="checkbox"/> Hotel Loyalty
<input type="checkbox"/> Driver's License(ID)	<input type="checkbox"/> Travel Health Insurance
<input type="checkbox"/> Visa	<input type="checkbox"/> Printed Copies of Tickets, Passports, Emergency Information & Hotel Contact info
<input type="checkbox"/> Tickets	<input type="checkbox"/> Email a Copy of each to a Relative or Friend
<input type="checkbox"/> Reservations & Travel Itineraries	<input type="checkbox"/> Travel Guide & Map
Funds	
<input type="checkbox"/> Cash	<input type="checkbox"/> Company Credit Card
<input type="checkbox"/> Credit /Debit Card	<input type="checkbox"/> Travelers Checks
Meeting Essentials	
<input type="checkbox"/> Business Cards	<input type="checkbox"/> Hand Sanitizer
<input type="checkbox"/> Pens	<input type="checkbox"/> Company Documents
<input type="checkbox"/> Notepad	<input type="checkbox"/> Meeting Agenda & Itinerary
Technical Items	
<input type="checkbox"/> Smart Phone, Tablet & Charger	<input type="checkbox"/> Flash Drive
<input type="checkbox"/> Laptop Accessories including Charger	<input type="checkbox"/> Portable Backup
<input type="checkbox"/> Electrical Convertors & Adaptors	<input type="checkbox"/> Noise Handling Headphones
Additional Notes:	