

# Business Travel Checklist

By Jake R Brady

## ☐ Before Your Business Travel

- ☐ Ensure you have complied with your employers travel policy and administrative requirements.
- ☐ Make sure your travel plans and contact details are known to your manager.
- ☐ Ensure you have travel insurance.
- ☐ Ensure your vaccines are up to date prior to departure.
- ☐ Make sure your passport is valid at least six months past your expected return date.
- ☐ Ensure any relevant visas have been obtained.
- ☐ Choose a hotel that offers special services to business travelers.
- ☐ Confirm all reservations.
- ☐ Leave your contact information of the hotels where you are staying, with a family member.
- ☐ Tie up any loose ends at the office before departing.
- ☐ Let clients and colleagues know when you will be unavailable.
- ☐ Stock your work bag or briefcase with all the business-related items you need for the trip.
- ☐ Make note of your need to pack any electronic equipment, including PDAs or laptop.
- ☐ Avoid checking any bags, if at all possible.

## ☐ Your Business Travel

- ☐ Use separate credit cards for business and personal purchases.
- ☐ Keep all the receipts for business purchases.
- ☐ Keep your business paperwork in one place in your hotel room.
- ☐ Make notes directly after business meetings while still fresh in your mind.

## ☐ When You Return

- ☐ Notify your employer of any reportable incident that occurs while on overseas business.
- ☐ Request support from your HR team or manager should you experience any difficulties as a result of your travel.
- ☐ Go through mail, voice messages, and e-mail as soon as you can.

Customize, print, share & USE this list at: [checklist.com/business-travel-checklist](https://checklist.com/business-travel-checklist)

- ☐ Put your list in order of priority with most urgent items at the top.
- ☐ Tackle each item on the list.