

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.

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