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|  |  | BUSINESS TRIP CHECKLIST |

# WHILE YOU ARE AWAY: PREPARING THE OFFICE

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| +/- | Organize any necessary meetings to take place on your trip; book appointments and meeting rooms. |
| +/- | If traveling internationally, obtain any necessary paperwork and vaccinations. |
| +/- | Familiarize yourself with local business customs common at destination. |
| +/- | Confirm appointments, schedules, reservations, etc. |
| +/- | Tie up any loose ends at the office (finish up projects; set up out-of-office replies; notify or remind coworkers about your departure). |
| +/- | Print out hard copies of presentations, agendas, and important documents. |

# WHILE YOU ARE AWAY: PREPARING THE HOME

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| +/- | Arrange for child, pet, and plant care; communicate needs and schedules. |
| +/- | Pause routine deliveries. |
| +/- | Make your home seem lived-in while away by putting lights and a radio on timers. |
| +/- | Turn down thermostat. |
| +/- | Leave house and car keys, and your complete itinerary, with a trusted friend. |
| +/- | Lock windows, garages, and doors. |

# PACKING FOR THE TRIP

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| +/- | Make a list of the specific items of clothing you’ll need to pack for your trip to suit the various functions you’ll attend. |
| +/- | Try to pack everything you need in a carry-on bag, to avoid the possibility of lost luggage. |
| +/- | If you check your bag, pack a second set of business clothes and toiletries in a carry-on bag, in case of lost luggage. |
| +/- | Print several copies of this checklist and save a copy online, to which you can refer when planning your next trip. |

# WHAT TO LEAVE FOR FAMILY AND CAREGIVERS AT HOME

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| +/- | Leave your contact information—including the names, addresses, and phone numbers of the hotels where you are staying—with a family member, so they can reach you while you’re away. |
| +/- | Phone numbers (all contact numbers for you; doctor/vet; pharmacy; mechanic; school/daycare; helpful friends/neighbors; alarm company). |
| +/- | Cash for groceries and emergencies. |
| +/- | Consent for medical treatment forms and insurance cards. |
| +/- | Your travel itinerary. |