



THE BUSINESS TRAVEL

Packing List



Trip Duration: _____

Weather: _____

Below is a comprehensive list of what you could need on your business trip. Next to the item, you can list how many of each item you want to pack.

CLOTHING

1. Suits/Blazers:
2. Dress Shirts/Blouses:
3. Ties/Scarves:
4. Dress Pants/Skirts:
5. Casual Wear:
6. Sleepwear:
7. Undergarments:
8. Socks:
9. Shoes:
10. Outerwear:
11. Accessories:

TOILETRIES

1. Toothbrush and Toothpaste:
2. Shampoo and Conditioner:
3. Body Wash or Soap:
4. Deodorant:
5. Hair Styling Products:
6. Shaving Supplies:
7. Skincare Products:
8. Makeup:
9. Personal Hygiene Items:
10. Contact Lenses and Solution /Glasses:

ELECTRONICS

1. Laptop/Tablet and Charger:
2. Mobile Phone and Charger:
3. Universal Travel Adapter:
4. Power Bank:
5. Headphones or Earbuds:

**PACK
BETTER**

BUSINESS ESSENTIALS

1. Business Documents and Files:
2. Notebook and Pens:
3. Business Cards:
4. Portable Folder or Organizer:

MISCELLANEOUS

1. Workout Clothes and Shoes:
 2. Swimwear:
 3. Camera:
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CARRY-ON

1. Travel Wallet (with Passport, IDs, Credit Cards):
2. Health Insurance and Travel Insurance:
3. Snacks and Water Bottle:
4. Books or E-Readers for Leisure:
5. Travel Pillow and Eye Mask:
6. First Aid Kit:
7. Umbrella or Raincoat:
8. Laundry Bag:

COVID-19 ESSENTIALS

1. Business Documents and Files:
2. Notebook and Pens:
3. Business Cards:
4. Portable Folder or Organizer: