

Business Travel Packing List



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Clothing

- Casual shirts/T-shirts
- Casual pants/Shorts
- Dress shirts/Dress pants
- Pajamas/Robe/Slippers
- Sweaters
- Underwear
- Socks
- Casual shoes/Sandals
- Dress shoes
- Hats/Scarves/Gloves
- Belts
- Jackets/Coats/Sweaters
- Swimwear
- Workout clothes/shoes
- Suits
- Sport Coats
- Ties/Suspenders
- Skirts/Dresses
- Bras
- Girdle/Bodysuit/Slip
- Nylons

Toiletries

- Toothbrush/Toothpaste
- Dental floss/Picks/Mouthwash
- Glasses/Case/Contacts/Solution
- Q-Tips/Cotton balls/Tissues
- Tweezers/nail clippers
- Deodorant
- Shampoo & Conditioner
- Soap/Body Wash
- Washcloth
- Brush/Comb
- Gel/Hairspray/Hair Products
- Mirror
- Lotion/Lip balm
- Razor/Shave gel
- Cologne
- Aftershave
- Cosmetics/Facial cleanser
- Pads/Tampons/Pantliners
- Curling Iron/Flat Iron
- Blow dryer/Diffuser
- Hair Accessories
- Perfume

Briefcase

- Cellphone and accessories
 - charger, bluetooth, case
- Laptop and accessories
 - charger, extra battery, case
- PDA
- Business cards
- Company documents
- Flash drive(s)
- Pens/Notepads
- Meeting agenda/Itinerary

Documentation

- Drivers License / ID
- Visa/Passport
- Travel Itinerary
- Tickets
- Maps
- Travel guide
- Reimbursement form

Money

- Wallet/Purse
- Debit card/Credit card
- Company credit card
- Cash
- Checks/Travelers checks

Medical/Health

- Prescriptions
- Allergy medication
- First Aid kit
- Vitamins
- Hand sanitizer/Antibacterial wipes
- Pain medication

Miscellaneous

- Travel iron / Laundry kit
- Alarm clock / Earplugs
- Camera & accessories
- Watch/Keys
- Travel locks
- Batteries
- Umbrella
- Books/Music/DVDs
- Snacks

This list should only be used as a guide. There is no guarantee that all the items you need are on this list.