

Business trip packing list

3 nights

Mild weather

Carry-on only

DOCUMENTS & MONEY

- ☐ Photo ID (REAL ID or passport)
US flights: REAL ID, passport or other TSA-accepted ID
- ☐ Boarding passes or e-tickets
- ☐ Itinerary and booking confirmations
Save offline copies on your phone
- ☐ Health insurance card
- ☐ Credit and debit cards
- ☐ Some cash in small bills
- ☐ Emergency contact list
Written down, not only in your phone
- ☐ Frequent flyer and hotel numbers

TECH & CHARGERS

- ☐ Phone and charger
- ☐ Spare charging cable
- ☐ Portable charger / power bank
Carry-on only, never in checked bags
- ☐ Headphones or earbuds
- ☐ Tablet or e-reader
Load books and shows before you go
- ☐ Downloaded shows, music and maps
- ☐ Laptop and charger
- ☐ USB drive or cloud backup of files

CLOTHING

- ☐ Underwear x4
Plan one laundry stop on longer trips
- ☐ Socks x4
- ☐ T-shirts and tops x3
Mix and match; plan to re-wear
- ☐ Pants, jeans or skirts x2
Re-wear bottoms; they get dirty less

CLOTHING (CONT.)

- ☐ Long-sleeve shirts x2
- ☐ Sweater or hoodie x1
- ☐ Light jacket or cardigan
- ☐ Rain jacket
Packable and waterproof beats an umbrella
- ☐ Sunglasses
- ☐ Pajamas or sleepwear x1
- ☐ One spare outfit for emergencies
Spills, delays, a sudden weather change
- ☐ Belt
- ☐ Dressy outfit x2
Pick wrinkle-resistant fabrics
- ☐ Tie, jewelry or accessories
- ☐ Business outfits x2
Mix and match from a few neutral pieces
- ☐ Blazer or suit jacket
- ☐ Light scarf or wrap
Cabins can get cold
- ☐ Wrinkle release spray
Counts toward carry-on liquid limits

SHOES

- ☐ Comfortable walking shoes
Wear the bulkiest pair on travel day
- ☐ Dress shoes

TOILETRIES

- ☐ Liquids in a 1-quart clear bag
Containers 3.4 oz (100 ml) or smaller, carry-on
- ☐ Toothbrush and toothpaste
- ☐ Floss
- ☐ Deodorant

 TOILETRIES (CONT.)

- ☐ Shampoo and conditioner
Hotels often supply these
- ☐ Body wash or soap
- ☐ Hairbrush or comb
- ☐ Hair ties and clips
- ☐ Razor
- ☐ Face wash and moisturizer
- ☐ Makeup and remover
- ☐ Lip balm with SPF
- ☐ Period products
Pack a few extra in case of a surprise
- ☐ Contact lenses and solution
- ☐ Spare glasses
- ☐ Toiletry bag
Hanging style frees up counter space

 HEALTH & SAFETY

- ☐ Basic first-aid kit
Bandages, antiseptic wipes, tape
- ☐ Pain reliever
- ☐ Antihistamine or allergy medicine
- ☐ Hand sanitizer and wipes

 BUSINESS

- ☐ Business cards
- ☐ Notebook and pens
- ☐ Conference or meeting confirmations
- ☐ Envelope for expense receipts
- ☐ Laptop bag or briefcase

 BUSINESS (CONT.)

- ☐ Presentation clicker and adapter
- ☐ Work phone and charger
- ☐ Travel mouse

 CARRY-ON BAG

- ☐ Empty reusable water bottle
Fill it after the security checkpoint
- ☐ Snacks
Solid foods pass security; spreads count as liquids
- ☐ Neck pillow
Optional for flights over a few hours
- ☐ Eye mask and earplugs
- ☐ Book, e-reader or downloads
- ☐ Lip balm and hand cream
Cabin air is dry
- ☐ Tissues
- ☐ Spare zip-top bags
- ☐ Gum or lozenges for ear pressure
- ☐ Light layer for the cabin

 EXTRAS

- ☐ Foldable tote bag
Doubles as a souvenir bag
- ☐ Packing cubes
One per category keeps bags tidy
- ☐ Luggage tags with contact info
Add a card inside the bag too
- ☐ Book or travel journal
- ☐ Pen and notepad
- ☐ Share live location with a contact

✓ BEFORE YOU LEAVE HOME

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- DAY OF DEPARTURE

-  NOTES