

Newly Corporate Business Trip Check-List



Personal Items	
Cell Phone/Blackberry	
Cell Phone/Blackberry Charger	
Toiletry Bag Packed With:	
Razor	
Shaving Cream	
Shampoo and Conditioner	
Toothpaste and Toothbrush	
Face Cleanser	
Body wash and Loofa	
Stain Stick	
Make-up Bag Packed With:	
Make-up	
Foundation	
Mirror/Compact	
Eye shadow and Eye shadow Brush	
Comb/Brush	
Mascara/Eye Lash Curler/ Eyeliner	
Lotion	
Lipstick and Chapstick	
Tweezers	
Feminine Supplies	
Hairspray/Gel	
Hair Straightener/Curling Iron	

Entertainment Items	
Refreshed (music and power) mp3 player	
1-2 DVD's	
Books or Magazines	
Personal Entertainment Device (PSP, etc)	

Miscellaneous	
Traveling Alarm Clock	
Research on locations (dining, entertainment, airport maps)	
Contact information of nearby friends/family	
Luggage/Luggage Tags/Locks	
Batteries	
Dramamine, Sunscreen, Pain Reliever, First Aid Kit	
Personal Prescriptions	
Sunglasses	

Clothing	
Business Suits (1 for each day)	
1 Extra Shirt (Make our outfits interchangeable)	
1 Extra Pants	
1 Pair of "Street Clothes"	
Shoes (Coordinated with your outfit)	
Socks, Trouser Socks, Panty hose (Coordinated with your outfit)	
Underwear (don't forget extras!)	
Sweater	
Jacket/Coat for climate differences	
Umbrella	

Business Items	
Business Cards	
Your Corporate Card (Double Check)	
Maps of destinations (offices, hotels, restaurants)	
Personal Credit Card/Check Book	
Co-worker contact information	
Receipt holder for expense management	
Passport or Driver's License	
Corporate ID	
Travel itinerary printed	
Frequent Stay Numbers (get your points!)	
Laptop and Laptop Case/Briefcase	
Pens/Pencils (Extra)	
Jump Drive/ Document Back-ups	
Notepad	
Ethernet Cable (wireless networks may not authentic you but hard wire connections may)	

Other Items - Fill In Yourself	

**Do you have suggestions that we should add to our list?
Email Jennifer at Little.Details.Jenson@gmail.com**