**BUSINESS TRIP CHECKLIST**



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| --- |
| **OFFICE** |
| ☐ | Confirm Business Schedule |
| ☐ | Confirm Travel Schedule |
| ☐ | Confirm Accommodations |
| ☐ | Set Out-of-Office Notifications |
| ☐ | Delegate Responsibilities to Teammates |
| ☐ | Print Required Documents |
| ☐ | Arrange for Transportation; Finalize Plans |
| ☐ |   |
| ☐ |   |
| ☐ |   |
|  |  |
| **HOME** |
| ☐ | Secure Home |
| ☐ | Adjust Thermostat |
| ☐ | Arrange for Child and / or Pet Care |
| ☐ | For Extended Trips: Make Alternate Arrangements for Mail / Deliveries |
| ☐ |   |
| ☐ |   |
| ☐ |   |
|  |  |
| **PACKING** |
| ☐ | Double Check Clothing for Each Event |
| ☐ | Consider Weather |
| ☐ | Avoid Checking Luggage |
| ☐ |   |
| ☐ |   |
| ☐ |   |
|  |  |
| **INFO FOR FAMILY / FRIENDS / CAREGIVERS** |
| ☐ | House Keys, Car Keys, Itinerary and Contact Info to Distributed to Necessary Parties |
| ☐ | Important Phone Numbers for Care Givers |
| ☐ | Payment for Care Givers |
| ☐ |   |