

BUSINESS TRIP CHECKLIST APACKEDLIFE.COM

BEFORE YOU GO

- Event dress code
- Events needing special clothing e.g. dinner/pool party
- Work laptop or tablet
- Event papers or joining instructions
- Samples
- Publications
- Company ID

DESTINATION

- Destination research: temperature and climate
- Visa requirements
- Customs arrangements: samples
- Knowledge from colleagues who have visited before

VENUE

- Facilities onsite e.g. gym/pool
- Distance between venue and accommodation
- Travel arrangements: with colleagues or solo?

EXTRAS

- Potential to extend the trip for personal travel
- Accompanying family or partner
- Payment arrangements for extra accommodation

WORKING AWAY

- Do as much as possible before you go
- Plan your time away and be realistic
- Check the working environment beforehand
- Remember some down time