## **Basic Travel Checklist**

## **CLOTHING**

*Stick to one or two color palates so outfits are easier to coordinate.			3 pairs of shoes: a dressy pair, stylish sneakers that double as workout and walking shoes, and flip-flops your
	4-5 tops, types will depend on the weather and reason for travel		hotel room, the pool or spa
	3 bottoms, types will depend on the weather and reason for travel		2 bags: a tote or backpack and a smaller crossbody or clutch
	1 semi-formal outfit, such as a dress or a suit		Sunglasses
	7 undergarments		Inexpensive jewelry, if needed
	7 socks/stockings		A voltage adapter, if traveling internationally
	2 sets of separate exercise clothes including socks, if needed		
	2 sets of pajamas or other sleepwear	FO	R YOUR CARRY-ON
	1 lightweight foldable jacket or other outerwear, climate		Eyeglasses, if needed
	appropriate		Prescription medication and vitamins, if needed
	foldable rain jacket		A mini-medical kit: bandages, a pain reliever, a topical analgesic and diarrhea medication
			Chargers for your electronics
TOILETRIES			Travel documents, including passport, if traveling
	Dental supplies: toothbrush, toothpaste and floss		internationally, along with copies of your passport, identification and copies of your identification
	Soap, shampoo and conditioner		T.S.A. size-approved toiletries
	Deodorant		Earplugs
	Makeup and makeup remover, if needed		Lip balm (helpful for chapped lips which are common
	A hairbrush and hair accessories like bobby pins, if		in-flight)
	needed		Valuables: jewelry, camera, tablet and/or laptop
	Sunscreen		Headphones
	Face cleanser and moisturizer		Neck pillow and blanket
	Body moisturizer		A change of clothes
	Hand sanitizer		Melatonin or other sleep aid to help with jet lag, if
	Shaving supplies, if needed		crossing time zones
	Laundry soap sheets or packets of travel-sized laundry detergent, if needed		An empty water bottle (fill this post-security)
			Entertainment: books, magazines, iPad
			A pen
			Travel-friendly food: nuts, energy bars, whole fruit or a sandwich

**ACCESSORIES** 

## **Business Trip Essentials**

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	Business cards
	Attache, briefcase or tote for work documents, pad, pens and a laptop
	Portable battery to charge devices
	Travel-sized steamer
	Business attire; varies depending on your company's dress code and scope of the trip
AD	DITIONAL ITEMS