Business Trip To-Do Checklist

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| **TRANSPORTATION**

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| * Purchase flight tickets
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| * Reserve rental car
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| * Inform yourself about the city's public transportation
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| * Study a map of the city
 |

 | **LODGINGS**

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| * Reserve a hotel room
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| * Specify special accommodation requests
 |
| * Find nearest exchange office
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| **BUSINESS MEETINGS**

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| * Confirm meeting with client
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| * Confirm meeting with business partners
 |
| * Confirm other meetings
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 | **DON’T FORGET**

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| * Exchange currency
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| * Bring Passport
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| * Bring Visa
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| * Cover travel insurance
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| **Where are you travelling to? (e.g. France, Paris)** |  |
| **When are you travelling? (e.g. from 1st - 5th November)** |  |