Business Trip To-Do Checklist

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| **TRANSPORTATION**   |  | | --- | | * Purchase flight tickets | | * Reserve rental car | | * Inform yourself about the city's public transportation | | * Study a map of the city | | **LODGINGS**   |  | | --- | | * Reserve a hotel room | | * Specify special accommodation requests | | * Find nearest exchange office | |
| **BUSINESS MEETINGS**   |  | | --- | | * Confirm meeting with client | | * Confirm meeting with business partners | | * Confirm other meetings | | **DON’T FORGET**   |  | | --- | | * Exchange currency | | * Bring Passport | | * Bring Visa | | * 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)** |  |