



Business Trip To-Do Checklist

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

Where are you traveling to? (e.g., France, Paris)

When are you traveling? (e.g., 1st - 5th November)