



Business Trip To-Do Checklist

TRANSPORTATION

<input type="checkbox"/> Purchase flight tickets
<input type="checkbox"/> Reserve rental car
<input type="checkbox"/> Inform yourself about the city's public transportation
<input type="checkbox"/> Study a map of the city

LODGINGS

<input type="checkbox"/> Reserve a hotel room
<input type="checkbox"/> Specify special accommodation requests
<input type="checkbox"/> Find nearest exchange office

BUSINESS MEETINGS

<input type="checkbox"/> Confirm meeting with client
<input type="checkbox"/> Confirm meeting with business partners
<input type="checkbox"/> Confirm other meetings

DON'T FORGET

<input type="checkbox"/> Exchange currency
<input type="checkbox"/> Bring passport
<input type="checkbox"/> Bring visa
<input type="checkbox"/> Cover travel insurance

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