

Mary's Business Travel List

The basics

- | | |
|---|--|
| <input type="checkbox"/> Cargo bag/suitcase | <input type="checkbox"/> Health insurance card |
| <input type="checkbox"/> Shoulder bag/daypack | <input type="checkbox"/> Emergency contact information |
| <input type="checkbox"/> Luggage ID tags | <input type="checkbox"/> Address book |
| <input type="checkbox"/> Personal/student ID and driver's license | <input type="checkbox"/> GPS |
| <input type="checkbox"/> Wallet and cash | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Tickets | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Credit cards | <input type="checkbox"/> _____ |

Personal

- | | |
|--|--|
| <input type="checkbox"/> Medicines and prescriptions | <input type="checkbox"/> Saline solution |
| <input type="checkbox"/> Vitamins | <input type="checkbox"/> Extra glasses/contacts |
| <input type="checkbox"/> Shampoo | <input type="checkbox"/> Sunglasses |
| <input type="checkbox"/> Comb and brush | <input type="checkbox"/> Make-up and make-up remover |
| <input type="checkbox"/> Toothbrush, toothpaste, and floss | <input type="checkbox"/> Razor |
| <input type="checkbox"/> Lip balm and sun screen | <input type="checkbox"/> Moisturizer |
| <input type="checkbox"/> Small towel and washcloth | <input type="checkbox"/> Aspirin, Motrin, Allergy Medication |
| <input type="checkbox"/> Deodorant | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Earplugs | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hair spray/mousse | <input type="checkbox"/> _____ |

Clothing

- | | |
|---|---|
| <input type="checkbox"/> Rain gear or seasonal coat | <input type="checkbox"/> Pajamas or nightgown |
| <input type="checkbox"/> Comfortable walking shoes | <input type="checkbox"/> Bathrobe and slippers |
| <input type="checkbox"/> Dress shoes | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Athletic shoes | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sweater | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Shirts/blouses | For women |
| <input type="checkbox"/> T-shirts | <input type="checkbox"/> Dress |
| <input type="checkbox"/> Jeans | <input type="checkbox"/> Skirt |
| <input type="checkbox"/> Slacks | <input type="checkbox"/> Stockings/tights |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Socks | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Seasonal hat | Jewelry sets |
| <input type="checkbox"/> Gloves/mittens | <input type="checkbox"/> Take what you won't miss in case of loss |
| <input type="checkbox"/> Belt | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Swimsuit | <input type="checkbox"/> _____ |

Marketing materials

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Postcards | <input type="checkbox"/> Books |
| <input type="checkbox"/> Note cards and envelopes | <input type="checkbox"/> Handouts |
| <input type="checkbox"/> Flyers - one sheets | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Business cards | <input type="checkbox"/> _____ |

Additional travel gear

- | | |
|--|--|
| <input type="checkbox"/> Camera and charger | <input type="checkbox"/> Remote slide changer |
| <input type="checkbox"/> Laptop computer and charger | <input type="checkbox"/> Tape recorder and batteries |
| <input type="checkbox"/> IPOD and charger | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cell phone and charger | <input type="checkbox"/> _____ |

Work clothes

- | | |
|--|---|
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Collared shirt |
| <input type="checkbox"/> Shoes -pumps | <input type="checkbox"/> Sweater top |
| <input type="checkbox"/> Travel shoes | <input type="checkbox"/> Spare shirts |
| <input type="checkbox"/> Gray suit | <input type="checkbox"/> Other jacket |
| <input type="checkbox"/> Black suit | <input type="checkbox"/> Sweater set |
| <input type="checkbox"/> Black skirt/pants | <input type="checkbox"/> _____ |
| <input type="checkbox"/> White shirt | <input type="checkbox"/> _____ |

Carry on bag-rolling

- | | |
|--|--|
| <input type="checkbox"/> Purse to fit into carry-on | <input type="checkbox"/> Mints |
| <input type="checkbox"/> Kindle/iPad | <input type="checkbox"/> Carry on makeup |
| <input type="checkbox"/> Notebooks/legal pads | <input type="checkbox"/> Watch and alarm clock |
| <input type="checkbox"/> Pens | <input type="checkbox"/> Plastic bags (like ziplocs) |
| <input type="checkbox"/> Stationery, envelopes, and stamps | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Business flyers | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Hand cream | <input type="checkbox"/> _____ |
| <input type="checkbox"/> GPS | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Folder with destination information | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Ticket | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Gum | <input type="checkbox"/> _____ |

Note