Mary's Business Travel List

**The basics**
- Cargo bag/suitcase
- Shoulder bag/daypack
- Luggage ID tags
- Personal/student ID and driver’s license
- Wallet and cash
- Tickets
- Credit cards
- Health insurance card
- Emergency contact information
- Address book
- GPS

**Personal**
- Medicines and prescriptions
- Vitamins
- Shampoo
- Comb and brush
- Toothbrush, toothpaste, and floss
- Lip balm and sun screen
- Small towel and washcloth
- Deodorant
- Earplugs
- Hair spray/mousse
- Saline solution
- Extra glasses/contacts
- Sunglasses
- Make-up and make-up remover
- Razor
- Moisturizer
- Aspirin, Motrin, Allergy Medication

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

**Marketing materials**
- Postcards
- Note cards and envelopes
- Flyers - one sheets
- Business cards
- Books
- Handouts

**Additional travel gear**
- Camera and charger
- Laptop computer and charger
- IPOD and charger
- Cell phone and charger
- Remote slide changer
- Tape recorder and batteries
<table>
<thead>
<tr>
<th>Work clothes</th>
<th>Carry on bag-rolling</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Jewelry</td>
<td>❑ Purse to fit into carry-on</td>
</tr>
<tr>
<td>❑ Shoes - pumps</td>
<td>❑ Mints</td>
</tr>
<tr>
<td>❑ Travel shoes</td>
<td>❑ Kindle/iPad</td>
</tr>
<tr>
<td>❑ Gray suit</td>
<td>❑ Notebooks/legal pads</td>
</tr>
<tr>
<td>❑ Black suit</td>
<td>❑ Pens</td>
</tr>
<tr>
<td>❑ Black skirt/pants</td>
<td>❑ Stationery, envelopes, and stamps</td>
</tr>
<tr>
<td>❑ White shirt</td>
<td>❑ Business flyers</td>
</tr>
<tr>
<td>❑ Collared shirt</td>
<td>❑ Hand cream</td>
</tr>
<tr>
<td>❑ Sweater top</td>
<td>❑ GPS</td>
</tr>
<tr>
<td>❑ Spare shirts</td>
<td>❑ Folder with destination information</td>
</tr>
<tr>
<td>❑ Other jacket</td>
<td>❑ Ticket</td>
</tr>
<tr>
<td>❑ Sweater set</td>
<td>❑ Gum</td>
</tr>
<tr>
<td>❑ Gray suit</td>
<td></td>
</tr>
<tr>
<td>❑ Black suit</td>
<td></td>
</tr>
<tr>
<td>❑ Black skirt/pants</td>
<td></td>
</tr>
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<td>❑ White shirt</td>
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</tr>
</tbody>
</table>

**Note**