

International Business Travel Checklist

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Use this checklist to ensure a smooth and well-prepared business trip abroad. Fill in your personal details and check off each task as you complete it.

Field	Your Information
Traveler	
Destination	
Departure Date	
Return Date	

6 Weeks Before Departure

- ☐ Check passport expiration (valid **6 months** beyond your return date).
- ☐ Research visa requirements for your destination.
- ☐ Apply for a visa if required.
- ☐ Schedule any recommended vaccinations or boosters.
- ☐ Register with the Smart Traveler Enrollment Program (STEP).
- ☐ Review your company's international travel policy.

4 Weeks Before Departure

- ☐ Book flights (confirm seats and meal preferences).
- ☐ Reserve accommodations near meeting venues.
- ☐ Arrange ground transportation (e.g., airport transfers).
- ☐ Purchase travel insurance covering medical and trip interruption.
- ☐ Request an international data plan for your phone.
- ☐ Order foreign currency or check ATM access.

2 Weeks Before Departure

- ☐ Confirm all reservations (flights, hotels, transportation).
- ☐ Create a detailed itinerary with meetings and contact information.
- ☐ Share your itinerary with your office and family.
- ☐ Prepare presentations and business materials.
- ☐ Check the weather forecast for packing guidance.
- ☐ Plan wardrobe considering cultural norms and dress codes.

1 Week Before Departure

- ☐ Print all travel documents and keep digital copies.
- ☐ Make copies of your passport and visa.
- ☐ Confirm meeting appointments and agendas.
- ☐ Set an out-of-office message for email and voicemail.
- ☐ Brief your coverage person on responsibilities.
- ☐ Check CDC travel advisories for health updates.

3 Days Before Departure

- ☐ Check in for flights online and download boarding passes.
- ☐ Confirm airport transportation arrangements.
- ☐ Pack medications in your carry-on bag.
- ☐ Charge all devices and pack chargers.
- ☐ Download offline maps and translation apps.
- ☐ Exchange any final currency you may need.

1 Day Before Departure

- ☐ Print or save boarding passes.
- ☐ Pack suitcases, observing airline weight restrictions.
- ☐ Set wake-up alarm(s) for travel day.
- ☐ Double-check that all documents are packed.
- ☐ Leave emergency contact information with a colleague or family member.

Departure Day

- ☐ Arrive at the airport **three hours** before departure.
- ☐ Bring passport, visa and other identification.
- ☐ Keep travel documents easily accessible.
- ☐ Secure your home and office before leaving.

Packing Essentials

Documents

- ☐ Passport
- ☐ Visa
- ☐ Driver's licence
- ☐ Travel insurance card
- ☐ Credit cards (notify your bank of travel)
- ☐ Emergency contacts list
- ☐ Medical insurance card
- ☐ Vaccination records
- ☐ Business cards
- ☐ Hotel confirmations

- ☐ Flight confirmations

Electronics

- ☐ Phone and charger
- ☐ Laptop and charger
- ☐ Power adapters and converters
- ☐ Portable battery pack
- ☐ Headphones
- ☐ USB drives or external storage

Business Items

- ☐ Presentation materials (slides, handouts)
- ☐ Gifts for hosts/clients
- ☐ Professional attire suitable for meetings
- ☐ Extra business cards

Health & Safety

- ☐ Prescription medications with copies of prescriptions
- ☐ Basic first-aid kit
- ☐ Hand sanitiser
- ☐ Face masks
- ☐ Sunscreen

Important Numbers

List out critical phone numbers for quick reference. Fill in the details for your destination:

Description	Phone Number
US Embassy	
Local emergency	
Company security	
Travel insurance	
Credit card lost/stolen	
Medical emergency	

Upon Arrival

- ☐ Notify your office and family that you've arrived safely.
- ☐ Test phone and data service; obtain a local SIM if necessary.
- ☐ Confirm your return flight booking.
- ☐ Familiarise yourself with local customs and etiquette.
- ☐ Locate the nearest hospital or clinic.

Before Departure (Return Trip)

- ☐ Check in for your return flight.
- ☐ Settle your hotel bill and collect all receipts.
- ☐ Purchase gifts or souvenirs as needed.
- ☐ Confirm airport transportation for your return.

Upon Return

- ☐ Submit your expense report with itemised receipts.
- ☐ Share a trip report summarising outcomes and next steps.
- ☐ Follow up on meetings and promised deliverables.
- ☐ Send thank-you notes to hosts and contacts.
- ☐ File receipts and update your travel log.