

# International Business Travel Checklist

administrativeassistant.net

## International Business Travel Checklist

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
<b>Traveler</b>	
<b>Destination</b>	
<b>Departure Date</b>	
<b>Return Date</b>	

### 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.