



Packing List for Business Trip



Clothing/Accessories	
	Dressy Outfit
	Business Outfits
	Casual Outfits
	Jacket
	Sweater
	Underwear
	Socks
	Pajamas
	Work Out Clothes
	Swimsuit
	Swim Cover-Up
	Sunglasses
	Sunhat
	Work Out/Walking Shoes
	Sandals
	Fancy Shoes
	Boots for Cold Weather
	Business Shoes
	Jewelry
	Watch
	Hair Clips/Accessories
	Umbrella
	Purse/Brief Case
	Scarf/Hat/Gloves for Cold Weather
	Other Clothing/Accessories:
Technology	
	Smartphone
	Smartphone Charger
	Camera
	Noise-Cancelling Headphones
	Outlet Adapter (Foreign Travel)
	Multi-Outlet Extension Cord
	Laptop
	Laptop Cord/Charger
	Other Technology:



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Toiletries/Bath	
Soap	
Shampoo	
Conditioner	
Make-Up Bag/Shaving Kit	
Hair Products (Gel, Detangler, etc.)	
Comb or Brush	
Sunblock	
Prescription Glasses	
Contact Lenses & Accessories	
Lip Balm with SPF	
Tooth Brush	
Tooth Paste	
Tissues	
Tampons/Maxi-Pads	
Birth Control	
Hair Dryer (Often Provided)	
Other Toiletries/Bath Items:	
Entertainment	
Magazines	
Books	
Book Light	
Tour Guide Books	
Notepad & Pen	
Other Entertainment Items:	
Eating	
Snacks	
Other Eating Items:	

