

Business Travel Packing Checklist

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For some, business travel is a science. They shun shoelaces and frown upon checked bags. And they buy everything from shampoo to mayonnaise in 3.4oz sizes. Being a savvy business traveler can save you stress, time and money. So if you're a less than frequent flyer and looking for a rundown of how to travel like a American Airlines Million Miler Program member, here are some tips from the jet-setting pros. Without knowing your specific style or destination, we've prepared a packing list and tips to help you prepare for your average four-day business trip or conference.

Packing List

- Roll-aboard bag (to carry on)
- Laptop bag, briefcase or backpack (to carry on)
- Garment bag (optional; to check)
- Two suits, jackets or blazers
- Matching pants and/or skirts
- Work-out clothes (sneakers, athletic socks, shorts, t-shirt, etc.)
- Pair(s) of shoes to match your suits
- Belt(s) and tie(s) to match your suits
- Four pairs of dress socks
- Jeans and 2-3 casual shirts
- Coat or other appropriate outerwear
- Sleepwear and/or loungewear
- Undergarments for four days
- Watch(s) and jewelry
- Laptop and power cord
- Tablet and smart phone chargers
- Any necessary electrical conversion equipment
- License and passport (for international travel)
- Business cards