

Checklist & Packing Guide

BRIGGS & RILEY
TRAVELWARE

Business Needs:

- Accessory Satchel or Travel Tote
- Briefcase
- Business cards
- Credit cards
- Cell phone & charger
- Essential office supplies (note pads, pens, highlighters, paper clips etc.)
- Important business documents (be sure to leave an extra set of these behind with someone in the office)
- Laptop computer
- Local map
- Personal identification including a photo ID (drivers license/passport)
- Personal organizer (such as a Palm Pilot™)
- Power cords for laptop
- Scotch tape and safety pins (these can be used in a pinch to repair many things)
- Spare laptop battery
- Wheeled carry-on

Personal Needs:

- Adequate supply of necessary prescription medication along with copies of prescriptions and physician's phone number
- Aspirin or equivalent headache/pain relief medicine
- Atomizer
- Bacitracin
- Band-aids
- Benadryl
- Comb/Brush
- Conditioner
- Cosmetics
- Cotton balls
- Cotton swabs
- Dental floss
- Deodorant
- Ear plugs
- Eye shades
- Extra pair of eyeglasses or contact lenses, lens cleaning supplies and copy of eye prescription
- Hair care products
- Hair dryer
- Hand sanitizer
- Mirror
- Moisturizer
- Mouthwash
- Nail clippers/file
- Neck pillow
- Personal hygiene items

Personal Needs: (cont)

- Shampoo
- Shaving items
- Soap
- Tissues
- Toothbrush/Paste
- Tweezers

Garment Care:

- Dry cleaning bags
- Lint brush
- Sewing kit
- Shoe bags
- Tissue paper
- Travel iron or steamer

Relaxation/Wellness:

- CD player
- CDs
- Travel candle or travel incense
- Books and magazines
- Exercise gear (athletic shoes, workout wear, yoga mat or light exercise equipment)
- Vitamins
- Bottled water

Miscellaneous:

- Comfortable walking shoes
- Travel umbrella (check weather forecast ahead of time)

International Business:

- Copy of immunization records
- Currency converter
- Electric converter
- Foreign currency
- Guide book (one that lists important information like

embassy address and phone number, taxi services, hospitals, etc.)

- Passport (very important - make two extra photocopies of passport ID. Pack one in a

location separate from the original and leave one at the office with a colleague.)

- Phrase book
- Travelers cheques