

# Organized Packing List for Business Travel

## Documents & Essentials

Passport / ID

Travel tickets (flight/train/boarding pass)

Itinerary & hotel info

Business cards

Credit cards / Cash

Travel insurance info

## Electronics

Phone & charger

Laptop / tablet & charger

Adapters & converters

Headphones

Portable battery pack

USB drives

## Clothing

Business suits / attire

Dress shirts / blouses

Pants / skirts

Belt / tie / accessories

Comfortable shoes

Undergarments

Socks / hosiery

Casual wear

Sleepwear

Outerwear (jacket/coat)

## Toiletries

Toothbrush & toothpaste

Deodorant

Travel-size shampoo & soap

Comb / brush

Shaving kit / makeup

Personal hygiene items

# Other Essentials

Medications

Face mask & hand sanitizer

Notebook & pen

Snacks / water bottle

Travel pillow / eye mask