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| 1. **Travel Essentials**  * Passport or ID * Travel tickets (plane/train/bus) * Itinerary and reservation details * Business cards * Work visa (if applicable) * Emergency contact list   **2. Work Attire**   * Business suits (e.g., 2-3 depending on trip duration) * Dress shirts/blouses (e.g., 3-5) * Ties or scarves * Formal shoes * Belt and accessories (e.g., cufflinks) * Undergarments and socks   **3. Casual and Evening Wear**   * Comfortable clothes for travel or downtime (e.g., polo shirts, jeans) * Shoes for casual outings * Light jacket or sweater   **4. Electronics**   * Laptop and charger * Phone and charger * Power bank * Universal travel adapter * USB drive/external hard drive * Noise-canceling headphones   **5. Work Tools and Supplies**   * Notepad and pens * Presentation materials (e.g., USB drive, printed copies) * Portfolio or document organizer * Portable projector (if required) | **6. Toiletries**   * Toothbrush and toothpaste * Deodorant * Travel-size shampoo and body wash * Razor or grooming kit * Hairbrush or comb * Travel-size cologne or perfume   **7. Health and Wellness**   * Prescription medications * Pain relievers or antacids * Small first-aid kit * Face masks and hand sanitizer   **8. Miscellaneous**   * Reusable water bottle * Snacks (e.g., protein bars, nuts) * Travel pillow and eye mask * Laundry bag or plastic bags for dirty clothes   **9. Destination-Specific Items**   * Weather-appropriate outerwear (e.g., umbrella, gloves) * Local currency or credit cards * Translator app or phrasebook (if traveling abroad)   **10. Optional Extras**   * Gym clothes and shoes (if hotel has a fitness center) * Kindle or book for leisure * Compact steamer or wrinkle release spray |

This list ensures you’re prepared for professional responsibilities and personal comfort during a business trip. Adjust based on trip length and destination.