**Getting Started: How to Add to Your Drive**

To add the packing checklist template to your Google Drive, first click File > Make a Copy. Give the file a name and then save it to a folder in your Google Drive. After you’ve done this step, you can always remove the blue instruction text.

Whenever you want to use the template, simply make a copy first, name the cloned file and then use this to make sure you have packed everything you need for your upcoming business trip.

**Business Trip Packing Checklist**

**This packing checklist includes all the basics that you’re likely to need when travelling for work. There’s additional space for you to customise the checklist, to add items you might need for a specific trip**



**All Travel:**

|  |  |
| --- | --- |
| * **Phone** * **Laptop/tablet** * **Chargers** * **Toothbrush** * **Toothpaste** * **Pen & notebook** * **Headphones** * **Business cards** * **Hairbrush** * **Deodorant** * **Prescriptions** * **Wallet** * **Travel insurance details** * **Accommodation Confirmation** * **Basic first aid kit** | * **Shoes** * **Socks** * **Underwear** * **Pyjamas** * **Trousers/skirts/jeans** * **Shirts/Tshirts/Tops** * **Jumper** * **Jacket/Blazer** * **Coat (dependant on destination)** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |



**International Travel:**

|  |  |
| --- | --- |
| * **Passport** * **Travel outfit** * **Travel documentation** * **Travel pillow** * **Plug adaptors** | * **Visa** * **Flight confirmation** * **Airport connection details** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** * **\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_** |