



Pre-trip business traveller checklist



Meeting: scheduled. Flights: booked. Hotel: confirmed.

Now, let's make sure you've got everything else sorted with this quick essentials checklist.

Travel essentials

Passport: Ensure your passport is valid for at least six months post-return date, with at least two blank pages. Dual passport holders should carry both valid passports.

Visas: For international trips, check entry requirements for your destination and apply in advance if applicable. Your Travel Manager can give you more information.

Car rental documents: Carry a valid driver's licence, an international driving permit for international trips, and a credit card in the driver's name.

Travel documents: Keep your vouchers and other booking confirmations handy.

Key emergency contacts: Keep a list of emergency contacts, including Corporate Traveller's after-hours support line, local authorities and your travel insurance contact.

Invitation letters: Pack these if needed for entry, meetings, or events.

Health and safety

Travel insurance: Confirm you're covered for your trip, especially for medical emergencies and unexpected cancellations.

Medication: Pack any prescription medications, along with a doctor's note/prescription.

First-Aid kit: Pack a small kit with the basics—band-aids, pain relievers, hand sanitiser, etc.

Vaccination certificates: When travelling abroad, check if any are required (e.g., yellow fever).



Risk management

Bank cards: Ensure your bank cards are enabled for international use.

Phone communication: Set up international roaming, or purchase a local SIM card or eSIM for communication when travelling internationally.

Currency and payment methods: Carry some local cash for emergencies, or set up a travel card with multiple currencies.

Local knowledge: Research the local customs, laws, transportation options, and potential high-risk locations.

Business travel app: Download the Melon mobile app to access itineraries, and get real-time updates or support anytime, anywhere.

Headphones: Useful for virtual meetings or tuning out distractions while working.

VPN and security tools: Protect your data by using a VPN when connecting to public Wi-Fi, especially on international trips.

Bonus comforts

Snacks and hydration: Healthy snacks for long flights or busy schedules, plus a refillable water bottle to stay hydrated.

Luggage tags and packing: Make sure your luggage is clearly labelled, and your packing is efficient. Packing cubes are a great hack!

Comfort items: A travel pillow, eye mask, or compression socks can make long trips more bearable.

Stay fresh essentials: Include travelsized skincare products, toothbrush, and other toiletries to stay fresh during long journeys or after a busy day of meetings.

Utilities

Universal travel adaptor: Check if your destination uses different plugs for charging devices.

Chargers: Don't forget your phone, laptop, power bank, and all other chargers that are essential for daily use (e.g., your smart watch).