

First-time business travel checklist



Your go-to guide for staying calm, prepared, and confident, no matter what comes your way.

Before you book

- Choose early-day flights
- Allow at least 90 minutes for layovers
- Avoid airports with known delay issues (if possible)
- Pick hotels with flexible check-in and cancellation policies
- Confirm if your company uses a travel manager or TMC

What to pack in your carry-on

If you absolutely must pack a checked bag, make sure to keep essentials in reach in case your bag is delayed.

- Phone charger and portable power bank
- One change of clothes (business-appropriate)
- Any medications + travel-sized toiletries
- Important documents: ID, boarding passes, hotel address
- Snacks and a reusable water bottle
- Noise-cancelling headphones or earplugs

Digital prep

Don't rely on Wi-Fi when you need help fast.

- Airline app (logged in with notifications on)
- Hotel app
- Maps app with offline access for your destination
- Travel platform (like Melon) access confirmed
- Itinerary saved offline (PDF or screenshot)
- Key contacts saved:
 - Travel manager or TMC
 - Hotel front desk
 - Meeting lead/client
 - Emergency company contact

In case of disruption

When things go sideways, do this:

- Stay calm and assess options via your app
- Contact your travel manager or TMC for faster rebooking
- Consider alternative airports or routes if needed
- Notify any affected contacts proactively
- Keep all receipts for meals, taxis, or hotels tied to the delay

Day-of-travel tips

- Arrive at the airport early (2 hrs domestic, 3 hrs international)
- Keep your carry-on with you, don't gate-check unless you must
- Triple check gate changes and departure times
- Dress in layers, planes and meeting rooms vary in temp
- Trust your instincts and ask for help when needed

After the Trip

- Submit expense reports with receipts
- Note what worked, and what you'd do differently next time
- Thank any support contacts who helped (travel manager, EA, hotel, etc.)



You don't have to know everything. You just need the right team backing you.