

# Travel Checklist

Whenever possible,  
create a repeatable process and system



Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Flight Reservations

Airline leaving from [Name of City: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight # \_\_\_\_\_ Departing \_\_\_\_\_ Arriving \_\_\_\_\_

Flight # \_\_\_\_\_ Departing \_\_\_\_\_ Arriving \_\_\_\_\_

Hotel Reservations

Confirmation # \_\_\_\_\_

Ground Transportation

Confirmation # \_\_\_\_\_

\_\_\_\_\_ Take Shuttle to Hotel \_\_\_\_\_ Take Taxi to Hotel \_\_\_\_\_ Take Car Service to Hotel

## Expenses:

Mileage: \_\_\_\_\_

Air Fare: \$ \_\_\_\_\_

Hotel: \$ \_\_\_\_\_

Airport Parking: \$ \_\_\_\_\_

Tips: \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

## Contacts made at event:

Name:

Phone #:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Packing Checklist:

- Work clothes
- Evening clothes
- Other clothes
- Dress Shoes
- Socks / Hose
- Belt
- Underwear
- Sleepwear
- Workout Clothes
- Workout Shoes
- Toiletries
- Medicine
- Cellphone plug
- Business Cards
- Airline Ticket
- Supplies for Event
- Money for Trip