

# Business Travel Packing Checklist



## Plan Your Trip

- Check your company travel policy
- Download the FCM Mobile app**, or have your itinerary loaded in your calendar
- Download the airline app to access your boarding pass
- Organise ground transport options at the other end
- Save your Travel Managers phone number or the FCM emergency contact number to your phone
  - **International** +61 7 3083 6087
  - **Australia** 1300 557 854
  - **Email** [extended.hours@fcmtravel.com.au](mailto:extended.hours@fcmtravel.com.au)

## Work essentials

- Laptop/tablet and their chargers
- Headphones
- Power bank
- Notepad and pens
- Business cards

## Clothing

- Business attire for the day
- Dress clothes and shoes
- Jewellery
- Socks and undergarments
- Belt, tie and hat, scarves
- Jacket or jumper
- Casual attire and shoes for brekky time
- Workout clothes and shoes
- Sleeping gear

## Toiletries

- Medication, prescription and over-the-counter (allergy/pain)
- Soap
- Toothbrush and toothpaste
- Shampoo and conditioner
- Deodorant
- Hairbrush
- Styling tools
- Makeup and makeup remover
- Shaving supplies
- Nail care
- Sunscreen
- Moisturiser
- Contact lenses
- Lip Balm

## Miscellaneous and extra items

- Reusable water bottle
- Umbrella
- Contact lenses or glasses
- Tissues
- Hand sanitiser
- Cash/Credit Card/Debit Card
- Sunglasses
- House keys
- Reading materials

## Heading abroad?

- Organise your visa
- Local currency
- Double check your company travel insurance policy
- Grab your passport, make a copy, and make sure it has the required months remaining before it expires
- Visit the Smartraveller website
- Travel adaptor
- Travel pillow, blanket, eye mask and ear plugs for those long flights

## Pack like a pro:

- Choose versatile clothing that can mix and match or layer
- Check the weather forecast, including night temps
- Travel comfortably, it could be a long day and night
- Pack only what you need (you can outfit repeat)
- Think about what items you might want in your carry-on during transit

**The FCM team is here to make your business trip smooth and stress-free.**  
Contact us directly from the FCM mobile app or using the details on your itinerary.