

**Item:** **Check:**

**Toiletries Cont.**

**Soap/Body wash**

**Washcloth**

**Brush/comb**

**Gel/hairspray/hair products**

**Mirror**

**Lotion/Lip balm/Sun tan lotion**

**Razor/shave gel**

**For Men:**

**Cologne**

**Aftershave**

**For Women:**

**Cosmetics/Facial cleanser/Perfume**

**Pads/Tampons/Pant liners**

**Curling iron/Straighteners**

**Blow dryer/Hair Accessories**

**Money**

**Wallet/purse**

**Debit card/credit card**

**Company credit card**

**Cash**

**Cheques/Travelers cheques**

**Miscellaneous**

**Travel iron/Laundry kit**

**Alarm clock/earplugs/Travel Adaptors**

**Camera and accessories/Umbrella**

**Watch/keys/Books/Music/DVD’s**

**Item:** **Check:**

**Casual shirts/T-shirts**

**Smart shirts/Trousers**

**Nightwear**

**Jumpers**

**Underwear**

**Socks**

**Casual footwear**

**Smart footwear**

**Hats/scarves/gloves**

**Belts**

**Jackets/coats**

**Swimwear**

**For men:**

**Suits**

**Ties**

**For Women**

**Skirts/dresses**

**Bras**

**Tights**

**Toiletries**

**Toothbrush/Toothpaste**

**Dental floss/picks/mouthwash**

**Glasses/Case/Contacts/Solution**

**Cotton Buds/Cotton balls, tissues**

**Tweezers, Nail clippers**

**Deodorant**

**Shampoo & conditioner**

**Item: Check:**

**Travel Locks/Batteries**

**Language Book**

**Briefcase**

**Mobile phone and accessories**

**(charger,Bluetooth,case)**

**Laptop accessories**

**(charger,extra battery,case**

**PDA**

**Business cards**

**Company documents**

**Flash drive/Memory stick**

**Pens/Notepads**

**Meeting agenda/itinerary**

**Documentation**

**Driver’s License/ ID**

**Visa/Passport**

**Travel itinerary**

**Tickets**

**Maps/Apps on phone of area**

**Travel guide**

**Reimbursement form**

**Medical Health**

**Prescriptions**

**Allergy medication**

**First aid kit**

**Pain medication i.e. Paracetomol**