



ISLAND VACATION TRAVEL AGENCY LLC

BUSINESS TRAVEL TOOLKIT

Plan smarter, travel
better, close more
deals



www.islandvacas.com

islandvacas@gmail.com

863-288-0864

Quick Trip Planning Checklist

Before You Book:

- Confirm dates & destination
- Research visa requirements
 - Check travel advisories
 - Set meeting goals



Booking Essentials:

Flights with minimal layovers

Hotel with business center/Wi-Fi

Ground transportation options

Travel insurance



Business Traveler Packing List]Documents:



Passport / ID

Boarding passes

Travel insurance

Meeting notes / contracts

Clothing:



2-3 business outfits

Comfortable shoes

Workout gear

Layers for weather

Tech & Tools:



Laptop & charger

Power bank

International adapter

Noise-canceling headphones





Travel Tools & Apps We Recommend

Flight Booking:

Hopper, Skyscanner, Google Flights

Expense Tracking: Expensify, Concur

Itinerary Management:

Triplt

Remote Work:

Slack, Zoom, Google Drive

Currency Conversion:

XE





Productivity & Wellness on the Road

Maximize Focus:

- Use noise-canceling headphones
- Time-block in your calendar
- Use hotel “Do Not Disturb” for deep work hours
-

Wellness Tips:

- Stay hydrated: 1L per 5hrs travel
- Stretch hourly on long flights
- Book hotels with gyms or wellness centers





Post-Trip Networking Template

Follow-up Email Template:

Subject: Great Meeting You at [Event/Location]

Hi [Name],

It was great connecting at [Event]. I'd love to continue our conversation and explore ways we can collaborate or work together.

Let's stay in touch!

Best regards,
[Your Name]





EXCLUSIVE

Exclusive Offers for Business Travelers

- 15% off your first business retreat booking fee
- Free lounge access with every group booking (5+ people)
- Discounted travel gear at IVTA Wear Travel Store
- Custom itineraries for frequent flyers

Book Now with



ISLAND VACATION TRAVEL AGENCY LLC
IT'S HOW WE HAVE FUN IN THE SUN