

Vip organizer [C:\Documents and Settings\Serge\My Documents\Work\Checklists\September\3. Employee business trip checklist\Employee_business_trip_checklist.vpdb]

File View Tasks Categories Tools Help

Plan FR

Category

Name	Done	Priority	Status	Complete
Category: 1. Goals and tasks of business trip [My Tasks]				
1.1 Go to meeting with manager to discuss points of business trip	<input type="checkbox"/>	Normal	Created	0%
1.2 Read order of business trip and get a hard copy of it	<input type="checkbox"/>	Normal	Created	0%
1.3 Learn business trip goal and get detailed instructions (period, destination country, contact persons, etc.)	<input type="checkbox"/>	Normal	Created	0%
1.4 Get business trip task list from manager	<input type="checkbox"/>	Normal	Created	0%
1.5 Accomplish all formalities related to delegation of your powers while you are in trip	<input type="checkbox"/>	Normal	Created	0%
1.6 Schedule your time before trip using your daily organizer	<input type="checkbox"/>	Normal	Created	0%
Category: 2. Preparation to business trip [My Tasks]				
2.1 Inform family members, friends, colleagues about business trip	<input type="checkbox"/>	Normal	Created	0%
2.2 Gather information	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Find what the destination point is - Read articles about the country of your trip in magazines, web, etc. - Learn culture and national peculiarities - Go to language training if needed - Check if destination country has any warnings (wars, epidemic, economic instability, etc.) 				
2.3 Settle deliveries	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Cancel all deliveries for time of your trip (e.g. newspapers, milk, etc.) - Pay all your bills in advance - Ask your friend or neighbor to check mailbox while you are away 				
Category: 3. Traveling documents [My Tasks]				
3.1 Passport	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - It should be valid for at least six month beyond the period of your business trip - Passport should be valid for at least six month beyond the period of your business trip - Make sure your passport is with you 				
3.2 Visa	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Make sure you obtain visa before your departure 				
3.3 Travel insurance policy	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Acquire travel insurance beforehand. Take one copy with you and leave one copy with a family member or friend. 				
3.4 Itinerary	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Purchase and carefully study guidebook and map with detailed roads, streets, parks, etc. - Highlight your route from destination point (air port, railway station) to the hotel. 				
3.5 Traveling tickets and accommodation	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Take care of booking accommodation as far in advance as possible - Book flight tickets in advance to save your money - Confirm with your traveling agent the minimum check-in time prior to departure. 				
3.6 Make at least two hard copies of all business trip documents	<input type="checkbox"/>	Normal	Created	0%
Category: 4. Medical care and restriction [My Tasks]				
4.1 Vaccinations	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Before departure, visit your doctor regarding any vaccinations that may be recommended - Make sure you have no limitation to travel and all necessary medicines are with you 				
4.2 Medications	<input type="checkbox"/>	Normal	Created	0%
<ul style="list-style-type: none"> - Check if your medicines and ingredients are not restricted or forbidden in country 				

Count: 23

Categories Bar

Category	UND...	Total
My Tasks	23	23
1. Goals and tasks	6	6
2. Preparation to business trip	3	3
3. Traveling documents	6	6
4. Medical care and restriction	2	2
5. Access to money	3	3
6. After business trip	3	3

Filters Bar

Custom

Completion	▼
Due Date	▼
Status	▼
Priority	▼
Task Name	▼
Date Created	▼
Date Last Modified	▼
Date Opened	▼
Date Completed	▼