



Travel Risk Management Checklist

- Assess general risk when traveling, such as lost documents or booking cancellations.
- Assess location-specific risks (civil unrest, risk of extreme weather).
- Identify minority risk factors and consider specific risks for women traveling alone or LGBTQIA+ employees.
- Review personal employee risk factors, such as medical history.
- Consult up-to-date US government travel advice.
- Evaluate how the medical system functions at the end destination.
- Ensure business travel insurance covers the specific destination and activities, noting any restrictions.
- Identify local law differences.
- Review any significant business etiquette differences.
- Provide opportunities for employees to voice concerns prior to travel so support systems can be implemented.
- Mandate approved travel booking tools.
- Set communication protocols, to define how often employees should check in.
- Define expense restraints.
- Define and communicate alcohol usage policy.
- Create an emergency response plan.