



Pre-Travel

- ☐ Review and update the individual risk profile.
- ☐ Complete a destination-specific risk assessment.
- ☐ Confirm the itinerary and contact travel and accommodation providers.
- ☐ Verify that all necessary visas, travel documents, and medical insurance are arranged.
- ☐ Conduct a pre-travel briefing.
- ☐ Confirm communication channels with the traveler.
- ☐ Confirm support and compensation responsibilities.



During Travel

- ☐ Establish location tracking.
- ☐ Conduct regularly scheduled check-ins.
- ☐ Provide 24/7 support that is easily accessible to the traveler.



Post-Travel

- ☐ Hold a post-trip debrief with the traveler and support staff.
- ☐ Collect feedback from everyone involved in the trip.
- ☐ Update the base senior leadership travel management plan.