



7 Steps to Developing and Executing a Travel Risk Management Plan

A quick-start guide to implementing a strategic travel risk management (TRM) plan to protect your traveling employees.

STEP 1 BUILD YOUR TEAM

For a TRM plan to be successful, business leadership must be on board. Recruit your CEO and department heads to help create and execute the plan.

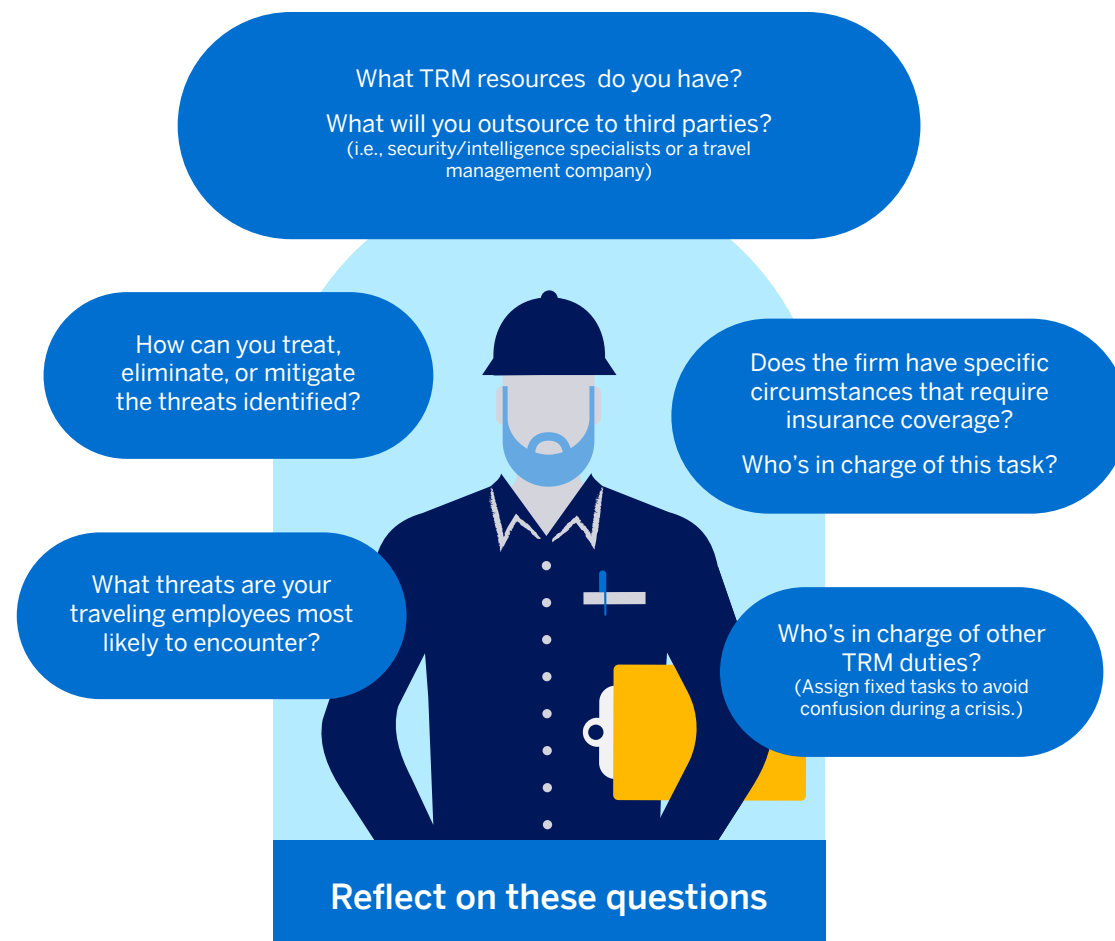


STEP 2 CREATE YOUR POLICY

Spell out TRM procedures in your travel policy, including protocols for a terrorist attack or natural disaster as well as more common travel-related risks, such as:



STEP 3 THINK THROUGH OTHER RISKS



STEP 4 COMPILE DATA



Collect current contact details and next-of-kin information for all travelers. Have handy their complete itineraries, including air, hotel, ground, and meeting details.

STEP 5 DISSEMINATE KEY INFORMATION

Arm travelers with destination information, including entry/exit requirements, region-specific security tips, and company/third-party numbers to call in an emergency.



STEP 6 BE EQUIPPED WITH THE RIGHT TOOLS



Make sure your travelers have mobile devices that can operate anywhere so you can communicate directly with them during an emergency. (One of our tools, **Expert Care™** also can quickly locate your travelers.)

STEP 7 COMMUNICATE AND EDUCATE

Include the TRM plan in regular communications to your travelers, and post it on your intranet site. Remind employees about the importance of booking in policy so you have access to their itineraries when they need assistance. Finally, train your travelers and staff on how to respond if and when things do go wrong.



To find out how we can help with your TRM needs, [click here](#).