



International travel safety checklist

When you travel internationally for business, you take on risk. To help prevent a personal security incident, we recommend following these tips from our vendor partner Crisis24 throughout your trip.

Pre-trip

- Check visa requirements and ensure all information on visa is accurate
- Book your entire itinerary through a reputable travel agent and use their name rather than your company's
- Use only airlines, hotels and car rental companies recommended by your travel agent
- Take direct flights when possible
- Wear casual clothes while traveling
- Do not wear expensive watches or jewelry, or use expensive luggage
- Carry any sensitive/important information in your hand luggage

Upon arrival

- Check the credentials of the person meeting you
- If you are not being met, use an official taxi and not an independent taxi
- If in doubt of your transportation, ask at the airport information desk
- Do not take photos at the airport
- Carry the phone number of your national embassy with you

At the hotel

- Use a private, not corporate, credit card
- Give a shortened version of your address
- Only leave your passport at reception if required by law, and retrieve it as soon as possible

- If you are not comfortable with the security of your room, ask to change
- If possible, vary the hotel exit you use

During your stay

- Confirm your arrival to your office and call in regularly
- Keep your plans and itinerary private
- Avoid hailing taxis from the street
- Make sure the driver locks all doors
- Avoid disputes, commotions, large gatherings and groups of people loitering

Upon departure

- At the airport, go through security immediately after check in
- Avoid waiting rooms and shopping areas before going through security
- Do not move items between bags
- Do not agree to carry letters, packages or anything else on behalf of somebody you do not know

Use this QR code
to find more travel
safety information.



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