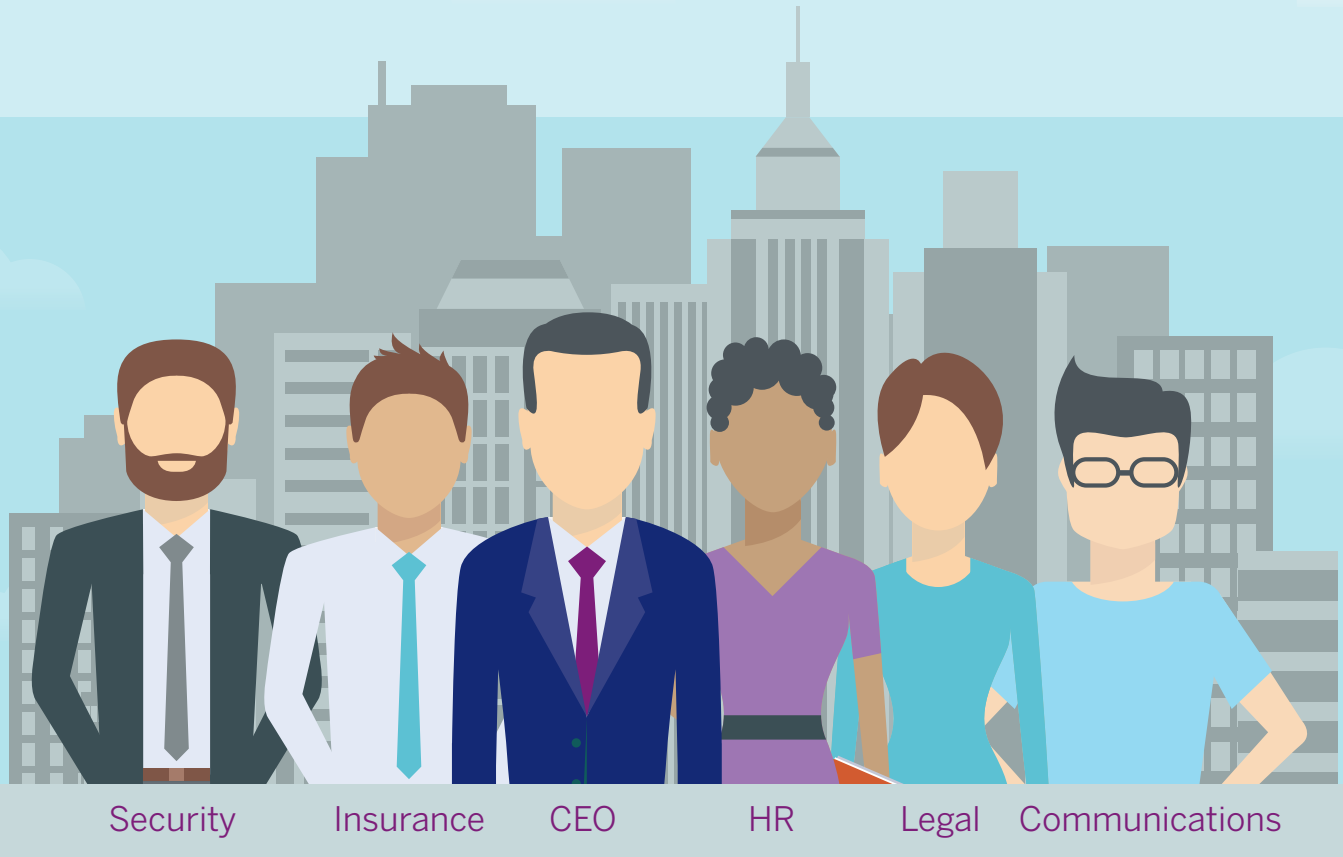


7 Steps to Developing and Executing a Travel Risk Management Plan

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

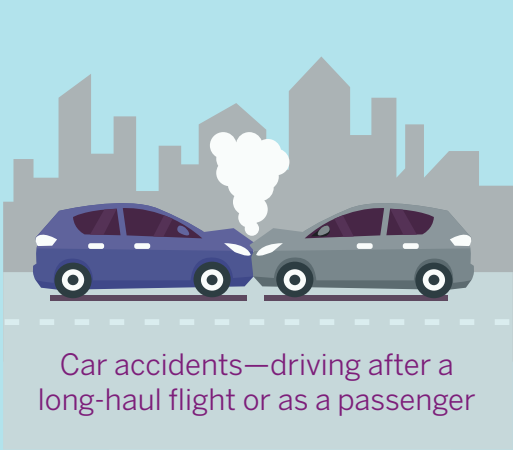
STEP 1 BUILD YOUR TEAM

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.



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 2 CREATE YOUR POLICY



Car accidents—driving after a long-haul flight or as a passenger



Medical incidents—emergencies, infectious diseases

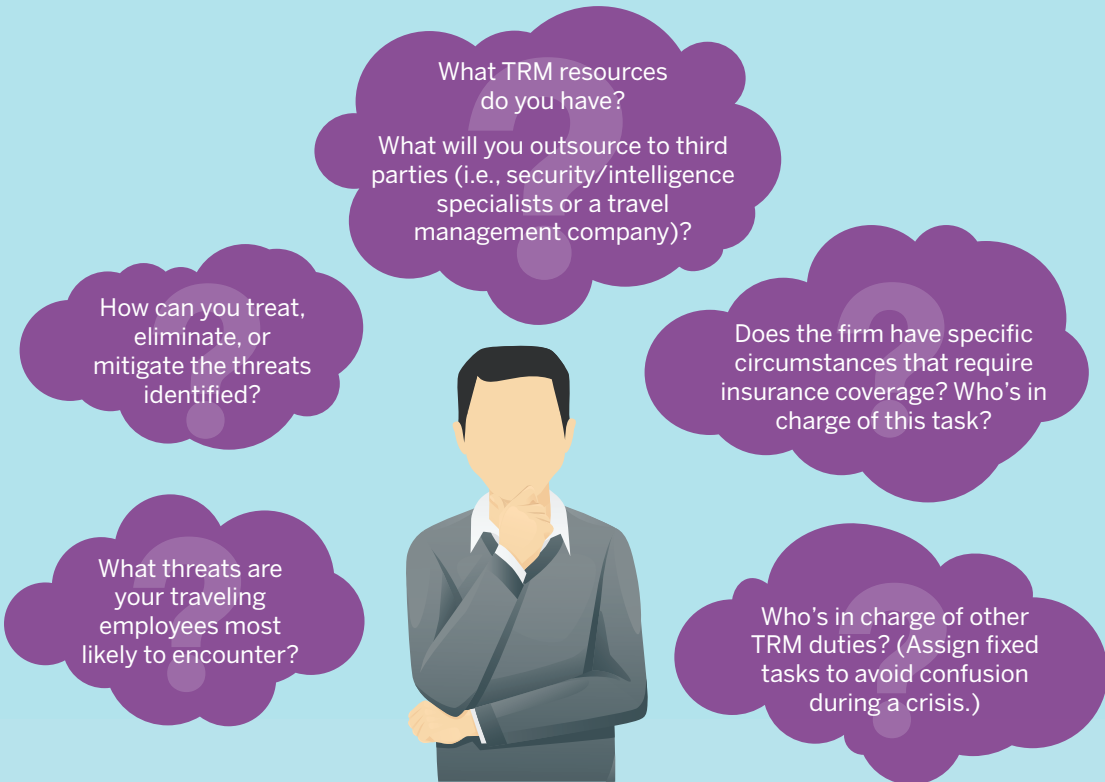


Theft—monetary, passport, identity, proprietary data



Security risks—due to different local laws/law enforcement

STEP 3 THINK THROUGH OTHER RISKS



REFLECT ON THESE QUESTIONS

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. (A tool like American Express Global Business Travel's (GBT) **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 American Express GBT can help you with your TRM needs, **click here.**