

Travel safety checklist for employees

Have a safe and easy business journey

Before the journey

- Follow the guidelines issued by your company for travelling.
- Check the validity of your credit card and passport. Do you need a visa?
- Make a copy of your passport, driving licence and credit card to be on the safe side in case of loss.
- Carry a European Health Insurance Card (EHIC) with you when travelling in the EU.
- Have some local cash with you.
- Familiarise yourself with the insurance cover provided by your company.
- Check whether you need any vaccinations, a vaccination certificate or medication with you for the journey.
- Travel only if you are healthy. Pack any medication you need in your hand luggage.
- Familiarise yourself with the destination in advance (e.g. political situation, weather conditions and current risks of disease). What languages are used in the country of destination?
- Pay attention to the customs of the country of destination, for example, in relation to clothing.
- Agree on regular contact to your home country.
- Ensure that other people know your travel plan – including destination, accommodation, flights, etc.
- Agree on who to contact in case of an emergency.
- Keep the necessary contact details with you to be able to cancel your debit and credit cards and close your mobile phone account, if necessary.
- Check whether you need any travel plugs for your destinations.
- Arrive at the airport in good time.
- Inform your accommodation service provider of any late arrival to ensure that they hold the room for you until you arrive.
- Carry a record of your blood group and any important medical information, such as allergies.

During the journey

- Try to blend into the local population in terms of clothing and manners. For instance, avoid expensive jewellery, watches and clothes.
- Only use taxis and car rental companies that are known to be reliable and in accordance with the travel guidelines of your company. If possible, book your transfers in advance. If you book a transfer, remember to verify the identity of the driver before you get in.
- Avoid large crowds.
- Plan your routes in advance and also use alternative routes.
- Take care of your luggage and your employer's property. Remember to pay attention to information security when using local networks and the telephone.
- Be careful when withdrawing money from a cash dispenser, especially in the evenings.
- Do not carry large amounts of cash.
- Make sure that you always know your emergency exits and routes wherever you are (e.g. hotels, customer premises, shopping centres).
- Stay alert. Do not forget general safety instructions, such as wearing a seat belt and washing your hands carefully.
- Report any deviations during the journey in accordance with the travel guidelines of your company.
- Remember to rest sufficiently.

After the journey

- Report any deviations occurred during the journey to the person responsible for travel safety in your company or your superior.
- Submit your observations relating to travel safety and the ease of your journey to your organisation.
- Make sure that you can recover after your journey.
- Seek medical attention if there are changes in your state of health.

