

TRAVEL POLICY ADDENDUM CHECKLIST

Travel in a pandemic/post-pandemic world

In light of the COVID-19 global pandemic, many organizations are looking to review and adjust their general travel policy in order to redefine which business trips are considered permissible, and to ensure traveler health and safety.

We recommend you work with your legal team, human resources, risk, security, finance and other key leadership to create an addendum to your current corporate travel policy as it relates to travel in a pandemic/post pandemic world. It should be a flexible, concise document highlighting the most essential pieces of information so travelers have a clear understanding of your organization's stance including what travel may or may not be permissible, what is expected of travelers and what resources are available to them. The following checklist includes some key areas that organizations should consider in drafting this document:

PERMISSIBLE TRAVEL		✓
1	Does your addendum establish what travel (e.g., by purpose of trip, by destination, by duration) is permissible?	
2	Does your addendum establish which employees (e.g., by title, by department) can and/or cannot travel?	
3	If you normally require travelers to book preferred vendors some or all of the time, does your addendum allow for flexibility with air, hotel and car supplier choices?	
4	Does your addendum include updated ancillary services and fees surrounding transfer to/from airport, onsite airport parking, airport lounge access, hotel facilities usage, in-room dining, etc.?	
5	Does your addendum include new or revised pre-trip approval processes?	
DUTY OF CARE		✓
6	Does your addendum have new or revised risk management processes (e.g., traveler acknowledgement, education, training) around business travel?	
7	Does your addendum incorporate new or revised use of travel agency or other 3rd party risk management services (e.g., mobile app check-in, push communication during emergency situations)?	
8	Does your addendum address the maximum number of employees permitted on the same flight?	
9	Does your addendum address bookings made outside of the managed travel program to ensure all travel data is available/consolidated for easy visibility into traveler location and status in case of emergency?	



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COMMUNICATIONS		✓
10	Is your addendum available on an easily accessible travel page/mobile app along with supplementary information and resources?	
11	Does your addendum and/or travel page clearly define your pre-trip, mid-trip and post-trip communication plan and methods (e.g., travel agency or 3rd party mobile app, automated communications, emergency email/text/phone contact information)?	
12	Does your addendum and/or travel page educate travelers on new pre-departure processes and expectations when traveling?	
13	Does your addendum and/or travel page incorporate a method to gather traveler feedback and consider traveler sentiment for ongoing program improvements?	
HEALTH AND WELLNESS		✓
14	Does your addendum consider expenses for essential travel needs (i.e., testing reimbursement)?	
15	Does your addendum consider what healthcare travelers will have access to while abroad?	
16	Does your addendum address requirements for vaccinated vs. unvaccinated travelers?	
17	Does your addendum address destination vaccination requirements?	
18	Does your addendum address if travelers are expected to quarantine after traveling? Is there a plan in place should a traveler be required to quarantine or fall ill upon return?	
19	Does your addendum consider a contingency plan if an employee is ill or required to quarantine at their destination and unable to return home?	

