
BUSINESS TRAVEL GUIDE



Travel SAFER LLC

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TEN OF THE
MOST IMPORTANT
STRATEGIES
AND GUIDELINES
I'VE LEARNED
WHILE TRAVELING
THE WORLD
FOR VARIOUS
COMPANIES AND
ORGANIZATIONS.

A business trip is a short window of time to achieve a specific goal: to meet with clients, suppliers, or vendors, or for professional development. An entire trip can be derailed for a variety of reasons, costing time and money. There are many techniques to make business travel smoother and more successful. Spend your down time by the pool or exploring new countries instead of standing in line to get a new passport or talking on the phone with HR to reschedule flights since your presentation materials were on your stolen laptop.

TAXIS AND RENTAL CARS

Whether driving or riding, you will most likely be in and out of various cars and taxis.

- Upon entry, lock the doors, then familiarize yourself with the door handles. Save yourself some time from finding the handle if you need to exit in a hurry, especially in the dark.

As you get in an unfamiliar vehicle, lock all the doors and locate the door handles.



- If you have a rental, verify that the spare tire is present and inflated, and that you have a car jack.
- Research local driving laws beforehand. Your driver's license isn't valid everywhere, make sure you have an international driving permit before leaving.

YOU CAN'T WIN IF YOU DON'T LEAVE THE AIRPORT

- Arrange to have your host provide a pseudonym or fake name to the chauffeur who will be meeting you at the airport. This will provide an extra layer of security upon arrival. The typical scenario involves would-be kidnappers reading the name card, doing an internet search to assess your value, then bribing or threatening the chauffeur and taking their place as your driver.
- Ask the driver to provide some sort of ID, such as a badge or license.

DON'T COMMIT TOO EARLY

Like any good entrepreneur, you never want to burn a bridge or let a door close behind you. This is especially true of business travel.

Verify what's outside before exiting any door and letting it close behind you.



PHOTO CREDIT: ED GREGORY

- Before you let any door close behind you (hotel room, hotel front door, taxi cab, restaurant, etc.), scan the area and verify that there is no threat waiting for you. Committing to the street means you'll lose your easiest way out of a situation, especially if the door locks behind you.

PROTECT YOUR FRIENDS AND FAMILY

- Have a will prepared. Without a will, the state decides who cares for your children and who gets your property. If you don't have one already, Legalzoom can create and print one for \$69. Sign your will in front of a notary and keep it in a safe place.
- Have a power of attorney. Your agent can handle banking transactions, make estate planning decisions, handle government issues, collect debts, sell, manage or mortgage real estate, etc. This will prevent cutting a trip short just to sign documents.

TECH

Staying connected on the road is clutch. Do it safely: Protect not only your gear, but your data as well. I suggest having the following:

- A dedicated "travel" or "burner" phone with only emergency contacts keeps your personal contact information from being exposed if the phone is stolen.

A VPN: Using a VPN will keep your 1s and 0s away from prying eyes while using public Wi-Fi. I use Private Tunnel.



PHOTO CREDIT: HELLOQUENCE

- A dedicated travel tablet or laptop: I advise against taking your personal computer overseas. If it's stolen, you risk losing all your personal files and exposing your personal information. You can also install a free OS like Ubuntu or Linux Mint before each trip, then wipe the laptop with Derek's Boot and Nuke at the end of each trip to keep the computer free of bugs and malware.
- A VPN: Using a VPN will keep your 1s and 0s away from prying eyes while using public Wi-Fi. I use [Private Tunnel](#).
- Encryption software: Encrypting your personal files (copies of your Passport, Credit Cards, shot record, etc.) will ensure that these files stay personal. I use [Veracrypt](#).
- Password vault: All your passwords in one vault. I use [KeepPass](#) and [Enpass](#).

TRAVEL INSURANCE: IT'S A GOOD IDEA

- Know what is covered by your company's travel insurance. I began purchasing my own after I found out that I would be reimbursed \$250 for lost luggage on my company's policy. On a three-month trip, that wouldn't even replace my suitcase.
- If the company is paying for travel, purchase what's called a "Zero Cost Trip," which is cheaper yet protects you as a normal policy would. Most importantly, it handles my two biggest concerns: medical evacuation and lost luggage. I personally use [Travel Guard Insurance](#).

Blending in and knowing local customs can save you a lot of time and frustration. It can also be the difference between closing the deal and coming home empty handed.



PHOTO CREDIT: MAD FAB

LEAVE NO (FREQUENT FLYER) POINTS BEHIND: NOT ALL PROGRAMS ARE THE SAME

- Even if the company is footing the bill, YOU get the frequent flyer reward points. Sign up for reward programs before you travel.
- Some airline groups have 20 members or more. Airline fidelity programs award status quicker than others. These status perks are recognized by the other members of the “alliance.” Join the rewards program that advances the quickest and get upgrades, lounge access, and other benefits faster.
- Ask for free upgrades. You never know; if they say no, ask why not.

DO AS THE ROMANS

Blending in and knowing local customs can save you a lot of time and frustration. It can also be the difference between closing the deal and coming home empty handed.

- Kiss, Bow or Shake Hands is a good resource, but also talk with colleagues who have gone before and read travel sites like TripAdvisor and Travoscape for real-world traveler stories. Ask questions on the forums and don't forget about Reddit's travel subreddit.

Don't rely solely on tech during an emergency. Have a crib sheet on you at all times.

Crib Sheet:

TRAVEL INS POLICY:					
INS INT'L COLLECT #:					
HEALTH INS POLICY:					
ICE:					
EXCHANGE:					
\$	=	\$	=	\$	=
Embassy:					
Hotel :					
Hotel:					
Hotel:					
CC1:	CC2:				
FLIGHT 1:	FLIGHT 2:				

- If it is safe to do so, avoid super touristy bars and restaurants. A large foreign presence makes for a good target.
- Ask your host which hospitals they recommend in an emergency.
- While driving, take note of driving patterns and customs, then follow suit.

PREP YOUR ROLODEX

- Make sure you have emergency POCs, the local embassy, and emergency numbers stored in your phone as they would be dialed locally, i.e., no international prefixes.
- I also keep a written copy on my Crib Sheet, which I laminate and keep with me at all times. [Download a free fillable template here.](#)

BACKUP CASH

Because it's just embarrassing when you can't pay for things.

- Don't walk around town with all your cash and means of getting more cash. Secure backup cards, checks, etc., back in the hotel.
- ATMs are fairly ubiquitous nowadays. I try to use official looking ATMs or European brands.
- Always carry emergency cash that stays locked up in the hotel.

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- Apple pay is accepted widely now. I suggest connecting Apple Pay to a credit card that you are not traveling with. Good for buying food or supplies in a pinch.
- Google Wallet is accepted on a handful of travel booking websites. If you find yourself without your real wallet and no place to stay, try paying for a hotel online with Google wallet.

Some of these commandments were learned the hard way, others from traveling colleagues (who learned them the hard way). Whether it's your first trip for the company or you're a platinum card carrying, pre-check line hopping, middle seat warrior, your goal is the same: Cashing in on airline reward status Getting the job done. You are now safer and head of the game, so worry less and put your energies towards achieving your travel goals.



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