

Travel Risk Assessment

A practical framework for identifying, assessing and mitigating risks associated with business travel.

Traveller	
Contact during travel	
Destination(s)	
Travel dates	
Business purpose	
Assessor	
Assessment date	

ASSESSMENT SUMMARY

Overall trip risk	Low	Moderate	High	Critical
Approval	Approved	Approved with conditions	Further review required	
Review required if	Itinerary changes	Destination risk changes	Traveller circumstances change	

How to use this assessment

This is a generic template and should be adapted to your organisation's travel, security and duty-of-care policies and to risks specific to the traveller, trip and task. Completing the form is one part of the process: the objective is to understand the relevant risks, agreed mitigations and escalation arrangements.

Risk scoring: select likelihood and impact from 1 (low) to 5 (very high). The interactive PDF calculates the risk score automatically. Record mitigation, then select residual likelihood and impact to calculate the residual risk.

SCORE	1-4	5-9	10-16	17-25
RATING	Low	Moderate	High	Critical

WORKED EXAMPLE

Scenario: A traveller is due to arrive late at night and needs ground transport from the airport to the hotel.

HAZARD	LIKELIHOOD (1-5)	IMPACT (1-5)	INITIAL RISK	MITIGATION / ACTION	LIKELIHOOD (1-5)	IMPACT (1-5)	RESIDUAL RISK
Unverified taxi / personal security on late-night arrival	3	4	12 - High	Pre-book approved transfer; send driver details; traveller confirms safe arrival.	1	4	4 - Low

How the score changes: $3 \times 4 = 12$ (High). After mitigation, likelihood falls to 1 while impact remains 4, giving $1 \times 4 = 4$ (Low). Mitigation does not always reduce potential impact; it may instead reduce likelihood.

1. Pre-travel & Destination

Consider official travel advice, destination conditions and risks that could affect the traveller before or during the trip.

HAZARD / CONSIDERATION	LIKELIHOOD (1-5)	IMPACT (1-5)	INITIAL RISK	MITIGATION / ACTION	LIKELIHOOD (1-5)	IMPACT (1-5)	RESIDUAL RISK
Official government travel advice / restrictions							
Political or security situation							
Crime / personal security							
Civil unrest / demonstrations							
Natural hazards / disaster exposure							
Extreme weather / climate							
Local laws, customs or cultural considerations							
Entry, visa and immigration requirements							
Communications / connectivity limitations							

2. Health & Traveller

Identify destination health issues and traveller-specific requirements. Seek appropriate professional or official guidance where required; this template is not medical advice.

HAZARD / CONSIDERATION	LIKELIHOOD (1-5)	IMPACT (1-5)	INITIAL RISK	MITIGATION / ACTION	LIKELIHOOD (1-5)	IMPACT (1-5)	RESIDUAL RISK
Destination health requirements / disease exposure							
Vaccinations / prophylaxis requirements							
Traveller-specific health or accessibility requirements							
Medication / documentation / storage requirements							
Food and water safety							
Insect / animal exposure							
Heat, cold, altitude or other environmental exposure							
Access to suitable medical assistance							
Travel insurance / medical assistance / evacuation cover							

3. Journey, Transport & Accommodation

Assess risks associated with the complete journey, not only the destination.

HAZARD / CONSIDERATION	LIKELIHOOD (1-5)	IMPACT (1-5)	INITIAL RISK	MITIGATION / ACTION	LIKELIHOOD (1-5)	IMPACT (1-5)	RESIDUAL RISK
Air travel / connections / disruption							
Airport or station transfer arrangements							
Ground transport / taxi / ride services							
Driving / vehicle / road conditions							
Rail or public transport							
Arrival or departure after dark							
Accommodation location / security							
Remote or isolated locations							
Multiple destinations / complex itinerary							
Contingency arrangements for disruption							

4. Security, Technology & Task Risk

Consider risks arising from the traveller's work, equipment, information and personal profile as well as the destination.

HAZARD / CONSIDERATION	LIKELIHOOD (1-5)	IMPACT (1-5)	INITIAL RISK	MITIGATION / ACTION	LIKELIHOOD (1-5)	IMPACT (1-5)	RESIDUAL RISK
Theft / loss of passport, money or travel documents							
Laptop / mobile device loss or theft							
Sensitive corporate or customer information							
Public Wi-Fi / connectivity / device security							
Destination-specific cyber or technology restrictions							
Lone working							
Meetings, site visits or task-specific activity							
High-profile or otherwise elevated traveller exposure							
Valuable / sensitive equipment							
Language / communication barriers							

5. Traveller Preparedness & Emergency Response

Confirm the traveller is prepared and that both traveller and organisation understand how assistance and escalation will work.

TRAVELLER PRE-DEPARTURE CHECK

Valid passport, visa and entry documentation
Appropriate travel insurance / assistance information
Emergency and company contact details
Destination / security briefing completed
Required medication and supporting documentation
Accommodation and transfer arrangements confirmed
Appropriate communications / connectivity arranged
Understands local laws, customs and relevant restrictions
Understands how to request help and the escalation procedure

DURING AN INCIDENT - CAN YOUR ORGANISATION ANSWER THESE QUICKLY?

Scale, diversity and timeliness matter. Organisations may have many travellers across multiple locations, with different itineraries, activities and risk profiles. During a fast-moving incident, information that takes hours - or days - to assemble may arrive too late to support an effective response. Consider not only whether you can answer these questions, but how quickly and reliably you can do so.

Which travellers may be affected by the incident?
Where are those travellers expected to be right now?
Have their itineraries changed since the original booking?
Do some travellers have higher exposure or a different risk profile?
Can affected travellers be contacted immediately?
Who has received and acknowledged the communication?
Who has confirmed they are safe or require assistance?
Who has not responded and therefore requires escalation?

How long would it typically take to establish this information?

Minutes	Less than 1 hour	Several hours	Next business day	Don't know
---------	------------------	---------------	-------------------	------------

A risk assessment is only the beginning

Travel risk can change after departure. Disruption, severe weather, security incidents, civil unrest and itinerary changes can all alter exposure after the original assessment has been completed.

At scale, the challenge is greater: organisations may need to identify and prioritise affected travellers across many locations and different risk profiles, using information that is current enough to act on.

AN EFFECTIVE TRAVEL RISK PROCESS SHOULD HELP YOU ACT QUICKLY

IDENTIFY	Which travellers could be affected?
LOCATE	Where are they expected to be now, using current itinerary information?
PRIORITISE	Which travellers have greater exposure or require attention first?
INFORM	Can affected travellers be contacted quickly and consistently?
CONFIRM	Have they received the message and confirmed their status?
ESCALATE	Who has not responded or requires further assistance?
RECORD	Can the organisation demonstrate what happened and how it responded?

How prepared is your organisation?

Use the Mantic Point Travel Risk Readiness Assessment to review how effectively your organisation identifies travellers, understands changing exposure, communicates during incidents and manages escalation - and how quickly it can do so.

TAKE THE 5-MINUTE TRAVEL RISK READINESS ASSESSMENT

About Mantic Point

Mantic Point develops post-booking travel technology that helps travel organisations connect itinerary data, traveller communications and travel-risk workflows.