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# Smart Business Brief

Advice for Success!

## Stay safe on the road: prepare before you travel

Safety and security are top concerns of business travelers, at home and abroad. Before your next business trip, take some time to plan ahead to ensure that your trip runs smoothly and safely.



### Passports and other identification

- Photocopy the photograph page and any visa stamps in your passport. Take both the original and copies with you, but keep them in separate locations. If your passport is lost or stolen, the embassy or consulate is often able to replace it the same day if you have a photocopy of the passport information page or other proof of citizenship. Without duplicate documentation, it may take several days to obtain a new passport.
- In addition to your passport, carry secondary proof of citizenship, such as a birth certificate or naturalization papers, when traveling abroad.
- Take your driver's license with you. It may be necessary for renting a car, and it should provide sufficient authorization to obtain driving privileges.

### Packing your bags

- Take a rubber or wooden wedge with you to place under apartment or hotel room doors as an additional security measure.
- If you plan to check your luggage onto an airplane, take a carry-on bag holding personal items that may be difficult to replace: medication, identification documents, or valuable objects, such as a camera or laptop.

- Laptop computers are frequently stolen. If possible, do not travel with a laptop computer in its original case – disguise it by carrying it in another type of case.
- Wrap a strong nylon-web, leather belt, rope or cord around all pieces of luggage you plan to check. Heavy-duty duct tape is also effective in wrapping luggage. Securing luggage discourages baggage handlers from targeting your bags for theft and also prevents accidental opening during transit.
- If you discover that the straps or tape have been broken or cut, immediately check baggage contents and report any losses to airline officials. Retain a copy of the lost or damaged baggage report.
- Do not write your full name or home address on luggage tags. Use your initials and a corporate address instead. Criminals may obtain home addresses from the luggage of departing travelers and subsequently target those homes for burglary.
- Include your full name and complete destination address inside all bags. Luggage tags are sometimes inadvertently torn off during travel.
- Do not transport packages for people you do not know well and do not trust completely.
- Arrange to be met at your destination.