



Employer Task Timeline

This task timeline provides a process for thinking about and planning your employee’s safe and healthy travel. The process begins by considering what professional services you will need to protect your employee and your business during international travel. Once risks and liabilities have been addressed, this resource can be used to guide employee communication and travel planning. The timeline includes tips to enhance business and personal experiences. If your business requires emergency or unanticipated travel, the sequence of tasks remains the same. The timeline will provide a valuable reference in any travel situation.

| Timeline | Work Travel Planning Tasks |
|---|--|
| <input type="checkbox"/> 3 months before travel | 1.1 Review your company risks and liability with company counsel and prepare necessary paperwork and releases. |
| <input type="checkbox"/> | 1.2 Meet with your employee to review the Small Business International Work Travel Planner: Pre-travel, On-travel, and Post-travel sections. Identify future action items. |
| <input type="checkbox"/> | 1.3 Confirm your employee’s passport will be active for the full duration of the trip. Plan for personal travel visas while on assignment and make sure there are enough blank VISA pages (at least two). |
| <input type="checkbox"/> | 1.4 Visit the U.S. State Department and CDC Travel websites to find current safety and health information on the host country. Determine if your employee should see an occupational physician before travel. If so, identify a local occupational physician for an exam and necessary vaccinations. |
| <input type="checkbox"/> | 1.5 Contact key partners and collaborators that you will need in the destination country. |
| <input type="checkbox"/> | 1.6 Discuss with employee any samples, PPE or equipment that the employee may need to take to the international job location. See Travel.State.Gov:Before You Go for information on customs and import restrictions.. |
| <input type="checkbox"/> | 1.7 If your employee will be carrying samples of hazardous material (dangerous goods), you must comply with the International Airline Transport Association (IATA) specifications. See IATA Standards, manuals and guidelines . |



SMALL BUSINESS INTERNATIONAL TRAVEL RESOURCE EMPLOYER TASK TIMELINE

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| <input type="checkbox"/> 2 months before travel | 2.1 Contact the Office of Business and Commercial Affairs–Department of State for information on the business culture of the country in which your employee will be working. The State contact may also be a source of business contacts. |
| | 2.2 Meet with your employee to discuss progress on the Small Business International Work Travel Planner to meet critical deadlines. |
| <input type="checkbox"/> 1 month before travel | 3.1 Review the CDC travel, U.S. State Department, World Weather Information Service websites to discover conditions that may affect health and safety on travel. |
| | 3.2 Meet with your employee to establish expectations for contact while on travel. |
| | 3.3 Review contingency plans with your employee. |
| | 3.4 Confirm that both you and your employee have a copy of the Small Business International Work Travel Planner. Confirm that the employee has completed the personal section of the planner. |
| <input type="checkbox"/> During travel | 4.1 Hold planned check ins. Phone or SKYPE conversations can confirm that your employee is doing well. |
| <input type="checkbox"/> 1 week after travel | 5.1 Meet with your employee to debrief. Document accomplishments, lessons learned, and review any incident or special reports. Determine whether a status physical or other medical review are necessary. |
| <input type="checkbox"/> 2 weeks after travel | 6.1 Collect final reports from your employee and close the travel file. |