

Executive Travel Security Policy — Template

A starting framework for HR, legal, corporate security, and chiefs of staff to build or refresh an executive travel security policy.

1. Scope and Covered Personnel

- CEO, CFO, COO, named executive officers, and board members on company travel.
- Family members traveling with covered executives on company-related trips.
- Key personnel designated by the security committee (general counsel, head of strategy, etc.).
- Contractors and advisors traveling on behalf of the company to high-risk geographies.

2. Travel Tiers

- Tier 1 — Domestic low-risk: standard booking, no additional security required.
- Tier 2 — Domestic elevated (public visibility, M&A, layoffs, litigation): pre-travel brief required.
- Tier 3 — International standard: pre-travel intelligence brief and 24/7 monitoring required.
- Tier 4 — International elevated/high-risk: secure transportation and protective agent required.

3. Pre-Travel Requirements

- Itinerary submitted to security 7 business days prior for Tier 2+ trips.
- Country/city threat briefing for all Tier 3+ travel.
- Hotel, route, FBO, and meeting-site review for Tier 3+ travel.
- Medical, insurance (incl. K&R; where applicable), and evacuation contacts confirmed.

4. In-Country Standards

- Two-channel confirmation for any in-trip change (payment, route, itinerary, host).
- Designated check-in cadence with home-side accountable person.
- Secure transportation for all venue, airport, and external meeting movements (Tier 3+).
- No public posting of location, itinerary, or vehicle/aircraft details during travel.

5. Escalation and Crisis

- 24/7 emergency line and named escalation chain (security → GC → CEO → board).
- Decision authority for cancellation, rerouting, and evacuation pre-assigned.

- Post-incident reporting within 24 hours; after-action review within 7 days.
- Annual tabletop exercise covering medical, political, kidnapping, and impersonation scenarios.

This template is a starting point. AMERINE conducts confidential executive travel policy reviews for boards, GC offices, and corporate security teams. Request a review at amerineep.com/contact.