

Business Travel Security Plan

Keeping your tech secure while you travel

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Travel Security Plan for Business Tech

A complete business travel security plan covers three phases — before you go, while you're there, and when you return. Use these checklists to protect yourself, your devices, and your company's data.

Business Travel: Digital Security Checklist

- Follow company policies — know and apply your org's travel security protocols
- Use a corporate VPN — only access business networks via secure, approved VPNs
- Protect intellectual property — use additional encryption for confidential files
- Separate personal and business — avoid cross-use of accounts or devices
- Report incidents immediately — alert IT/security teams to suspicious activity

Extended Travel: Ongoing Security Maintenance

- Regular security reviews — reassess your digital posture at least monthly
- Update emergency contacts — keep communication lines open in all formats
- Maintain device health — install security patches and software updates
- Monitor subscription services — avoid forgotten recurring charges while abroad
- Plan for device replacement — have a strategy for outdated, damaged, or lost tech

Returning to the Office: IT Security Review

- Report your travel to IT before reconnecting to the company network
- Submit your laptop for a full malware and virus scan
- Check for keylogger or keyboard capture software — especially after high-risk destinations
- Change all work passwords immediately upon return
- Check haveibeenpwned.com to see if your credentials were compromised while traveling
- Review all account activity that occurred while you were away
- Re-enable any security features you disabled for travel
- Report any suspicious activity or incidents to your IT/security team

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Be Prepared. Not Scared.

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