

ICS 03.120.01
CCS A 02



**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 45259-2025

Travel risk management - Guidance for organizations

差旅风险管理组织指南

(English Translation)

Issued on: February 28, 2025

Implemented on: February 28, 2025

**Issued by: State Administration for Market Regulation, China National
Standardization Administration**

Table of Contents

Preface	
Introduction	
1 Scope	
2 Normative references	
3 Terms and Definitions	
4 Understanding the organization and its environment	
4.1 Operating Environment	
4.2 Stakeholders	
4.3 Business Travel Group	
4.4 Business objectives, risk appetite and criteria	
4.5 Travel risk management and implementation	
5 Managing travel risks	
5.1 Leadership and commitment	
5.2 Policy	
5.3 Roles, Responsibilities and Accountabilities	
5.4 Objective	
5.5 Planning/Preparation of Program	
5.6 Implementation	
6 Travel Risk Assessment	
6.1 Overview	
6.2 Risk Identification	
6.3 Risk Analysis	
6.4 Risk Assessment	
7 Travel Risk Management	
7.1 Overview	
7.2 Risk Aversion	
7.3 Risk Sharing	
7.4 Risk Reduction	
8 Communication and Negotiation	
8.1 Program/Strategy Communication	
8.2 Operational/technical communication	
9 Program tracking and review	

- 9.1 Overview
- 9.2 Research
- 9.3 Benchmarking comparison
- 9.4 Performance indicators
- 10 Program records and reports
 - 10.1 Overview
 - 10.2 Documentation
 - 10.3 Records and reports
- Appendix A (Informative) Developing and Implementing a Travel Risk Management Plan
- Appendix B (Informative) Travel of minors without legal guardians
 - B.1 Overview
 - B.2 Roles and responsibilities (guardians, chaperones and organizations)
 - B.3 Proper documentation and preparation
 - B.4 Clear and concise communication
 - B.5 Expenses
- Appendix C (Informative) Travel Considerations During Times of Global Unrest
- Appendix D (Informative) Risk Management Limitations
- Appendix E (Informative) Training
 - E.1 Overview
 - E.2 Training content
 - E.3 Training Evaluation
- Appendix F (Informative) Considerations for Accommodation in High-Risk Locations
- Reference

Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document is modified to adopt ISO 31030:2021 "Guidelines for travel risk management organizations". This document is consistent with ISO 31030:2021 "Travel risk management organizations".

The technical differences and reasons for the differences in the Guidelines for Risk Management Organizations are as follows.

a) Changed the summary of "Traveling Personnel Whereabouts Monitoring" to reduce the

measures for monitoring employee whereabouts in this chapter based on domestic and international situations.

The use of "employee whereabouts control" instead of "monitoring" makes the interpretation more neutral and avoids misunderstandings after the standard is released.

Read (see 7.4.13, ISO 31030:2021) to comply with my country's practical experience;

b) Deleted the following terms. "Health Insurance Portability and Accountability Act (HIPPA) in the United States and General Data Protection Regulation in Europe" (GDPR), and plan and implement measures accordingly" (see 7.4.6, ISO 31030:2021) to suit my country's actual situation.

Introduction

This document is intended to assist travel executives and managers in managing travel risk.

As an important part of the travel risk management process, it is advisable to maintain interaction with stakeholders.

People travel for a variety of reasons. Travel has become a common need in the course of work or performance. Therefore, organizations need to and complex legal environment, and fulfill their duty of care to traveling employees.

Whether traveling internationally or domestically, business travelers may face unfamiliar situations and risks that are different from where they normally live. Major threats include.

Traffic accidents, disease outbreaks, regional epidemics, natural disasters, conflicts, crime (including cyber and information crime), cyber threats, terrorism, etc.

These risks not only threaten the personal safety and physical and mental health of business travelers, but may also affect it may affect public security (including information security) and prevent business travelers from achieving the purpose of their business trip.

NOTE Unless otherwise stated, references to security also include information security.

Going to a destination with a higher risk or where the organization lacks a local presence is more likely to result in a higher risk than going to a destination with a known risk profile and mature risk mitigation measures.

In this case, timely and accurate intelligence, risk analysis and travel advice are essential.

Recommendations, including warnings, are critical to making informed travel decisions.

Travel risk management requires organizations to anticipate and assess the likelihood of disruptive events, develop responses, and communicate expected risks to travelers.

Organizations should provide travellers with risk avoidance advice, medical and emergency response guidance, security and information security precautions, and Advice on logistics

and logistical difficulties. Effective travel risk management can significantly reduce the impact of disruptive events.

This document provides a comprehensive risk management approach to help organizations make travel decisions based on their ability to handle risk.

All voyages require the same rigorous risk assessment and management. Organizations and individuals can reasonably apply the risk management methods in this document according to their actual conditions.

to balance the benefits and risks associated with business travel.

This paper recommends that when deciding whether the security, safety or health risks of a particular trip are acceptable, it is not appropriate to consider or prioritize only the organization's the organization's overall appetite and acceptance of risk.

An organizational guide to travel risk management

1 Scope

This document provides travel risk management tips for understanding the organization and its environment, managing travel risk, assessing travel risk, responding to travel risk, communicating General guidelines for communication and coordination, programme tracking and review, programme records and reporting, etc.

This document applies to all types of organizations, regardless of industry or size, and covers areas including but not limited to. commercial organizations, charities and non-profits Organizations, governmental organizations, non-governmental organizations, educational organizations.

This document does not apply to tourism and leisure travel, except for persons travelling on behalf of the organization to which the tourism and leisure travel belongs.

2 Normative references

This document has no normative references.

3 Terms and definitions

The following terms and definitions apply to this document.

Competence

Ability to apply knowledge and skills to achieve desired results.

NOTE This is one of the common terms and core definitions that form the coordinated structure of ISO management system standards.