

Executive Travel Emergency Contact Template

Please complete this card, print it, and keep a copy in your physical luggage and a digital copy on your mobile device.

1. Traveler Information

Full Name:	<input type="text"/>	Title/Position:	<input type="text"/>
Department:	<input type="text"/>	Employee ID:	<input type="text"/>
Mobile Phone:	<input type="text"/>	Work Email:	<input type="text"/>
Personal Email:	<input type="text"/>	Blood Type:	<input type="text"/>

2. Primary Personal Emergency Contact

Contact Name:	<input type="text"/>	Relationship:	<input type="text"/>
Primary Phone:	<input type="text"/>	Alternate Phone:	<input type="text"/>
Email Address:	<input type="text"/>		

3. Secondary Personal Emergency Contact

Contact Name:	<input type="text"/>	Relationship:	<input type="text"/>
Primary Phone:	<input type="text"/>	Alternate Phone:	<input type="text"/>
Email Address:	<input type="text"/>		

4. Corporate & Travel Assistance Contacts

Corporate Travel Dept Phone:	<input type="text"/>	Corporate Security Desk:	<input type="text"/>
Travel Agency / Agent Name:	<input type="text"/>	Agency 24/7 Hotline:	<input type="text"/>
HR Contact Name:	<input type="text"/>	HR Contact Phone:	<input type="text"/>

5. Medical & Travel Insurance Information

Travel Insurance Provider:	<input type="text"/>	Policy / Group Number:	<input type="text"/>
Insurance Emergency Phone:	<input type="text"/>	Primary Care Physician:	<input type="text"/>
Physician Phone:	<input type="text"/>	Known Allergies:	<input type="text"/>
Medical Conditions:	<input type="text"/>		

6. Current Trip Itinerary Highlights

Destination City/Country:	<input type="text"/>	Travel Dates:	<input type="text"/>
Primary Hotel Name:	<input type="text"/>	Hotel Phone Number:	<input type="text"/>
Local Embassy Phone (If Abroad):	<input type="text"/>		