

Lost Passport Assistance Policy Sample

1. Purpose

The purpose of this policy is to outline the procedures and assistance available to employees and travelers in the event of a lost or stolen passport during authorized travel.

2. Scope

This policy applies to all employees or authorized travelers representing [Company/Organization Name] while traveling domestically or internationally.

3. Policy Statement

[Company/Organization Name] is committed to supporting all eligible travelers in the event that their passport is lost or stolen while traveling for official purposes.

4. Procedures

1. Immediate Notification:

- Report the loss or theft to local authorities and obtain a police report.
- Notify the nearest embassy or consulate as soon as possible.
- Inform [Company/Organization Name]'s designated travel or HR contact.

2. Replacement Process:

- The traveler should follow the instructions provided by the embassy or consulate to obtain an emergency or replacement passport.
- Provide all required documentation, including identity and proof of travel.

3. Support Provided:

- [Company/Organization Name] will assist with documentation, communication, and, if necessary, financial support for passport replacement fees.
- Travel arrangements may be adjusted as required.

5. Responsibilities

- Travelers must immediately report any lost or stolen passports as outlined above.
- The HR or travel department must provide guidance and support to affected travelers.

6. Exceptions

Any exceptions to this policy require written approval from management.

7. Revision History

Effective Date: [Insert Date]

Approved By: [Insert Approver Name/Position]