Welcome

ICC Information Session:
International Travel Resources
April 15, 2015
The International Coordinating Committee

Sponsors: Claude Canizares and Israel Ruiz

Co-Chairs: Michelle Christy and Director of OMA (open position)

Roles/Responsibilities:
- To strengthen support provided by MIT’s administrative offices and functions for international activities
  - Negotiations Coordination
  - Developing policy, procedures and guidelines

Participants:
- 35 members from 18 departments across campus in two coordinating committees
- Office of Major Agreements, OSP, Office of General Counsel, Res. Dev., VP Int’l Office, VPF, HR, Schools (Assist. Deans), DLCs (AOs)
The International Coordinating Committee (ICC) guides MIT faculty, researchers, students, and staff in planning, negotiating, and implementing international projects. Our website is a collection of important administrative resources from across MIT designed to help ensure that your international project is a success.

**ICC Information Sessions**
See slides and videos from previous info sessions covering everything from travel to cultural resources.

**Upcoming: Info Session: International Travel Resources**
Hear from experts. Have your questions answered. Wednesday, April 15, 66-110

**Ten Things PI's Should Consider**
Are you contemplating a new international project? Start with these essentials.
Top Things You Need to Know...

Introduction

Safety and Security

EHS Concerns

Sending Students Abroad

Travel Policies and Money Matters

Technology Tips for Travelers

Health and Travel Clinic

Q&A

• Michelle Christy (OSP)

• Sandy Mitchell (Office of Insurance)

• William VanSchalkwyk (EHS)

• Malgozata Hedderick (GECD)

• Josh Nupp (GECD)

• Andrea Siegel (VPF, Travel Office)

• Oliver Thomas (IS&T)

• Dr. Howard Heller (Medical Dept.)

• All speakers
Safety and Security

Sandy Mitchell, Insurance Manager
Office of Insurance
International Travel Safety & Security

TOP 10 LIST

Review MIT Travel Risk Policy
http://informit.mit.edu/epr/3.1travel_risk.html

1. Categorizes certain countries as highest, high and moderate travel risk

2. Faculty/staff/students: travel forms required for travel to any country specifically listed on MIT travel risk policy

3. Students: CANNOT travel to highest or high risk travel country without ‘waiver of approval’
International Travel Safety & Security

TOP 10 LIST Cont.

International SOS (ISOS)

4. Download the mobile app to your phone
5. Obtain a copy of ISOS travel card (Email svoigt@mit.edu)
6. Review ISOS website for specific information (security/medical) for your country of travel

Where to get Further Information

7. ICC website - http://icc.mit.edu/traveling-abroad
8. MIT Insurance Office - (Sarah Voigt or Sandy Mitchell)
9. ISOS/MIT Program Portal - https://vpf.mit.edu/site/insurance/policies_procedures/international_sos
10. MIT Medical Travel Clinic https://medical.mit.edu/services/travel-health-clinic
EHS Concerns

William VanSchalkwyk, Managing Director
Environment, Health, and Safety Programs
Environment, Health and Safety Office

- Available 24/7 (2-EHSS or Facilities)
- Accidents/Injuries (OSHA)
- Work with or Exposure to Radiation/Chemical/Biological/Physical Hazards
- Connection with Host Institution EHS
- Examples (Volcano, injuries, SMART)
Sending Students Abroad

Malgorzata Hedderick, Associate Dean
Josh Nupp, Assistant Dean
Global Education and Career Development
1. Approach student support as a three-part process.

- Planning and preparation
  - Health and safety
  - Cultural preparation
  - Logistical preparation

- In-country experience
  - Awareness and using the information gained during preparation

- Re-entry
  - Reflection, articulating gains (in discipline, cultural, career-related)
2. Plan ahead and set expectations.

• Trip leader
  – Who will be in charge of the group and what will be his/her responsibilities?
  – What training will they need to be well prepared for the role?
  – Travel approval (possibly seeking waiver)/Possible trip cancellation

• In-country contact(s): English-speaking contact person/host
  – Ask for information about nearby hospitals and English-speaking doctors
  – Confirm the best way for the group to reach the contact(s) in case of emergency

• Clear communication protocol
  – Agree upon and communicate to the group the emergency protocol: card w/ this information; confirm the protocol for communication between the trip leader and MIT faculty and administrators
3. Help students take ownership.

- **Passports / Visas / Immigration**
  - Confirm passport validity (90 days after return)
  - Research and apply for visa if needed
  - International students must meet with ISO

- **Finances**
  - Inform bank / credit card of travel plans
  - Set and stick to a budget
  - Have multiple ways to access money

- **Communication**
  - Share trip details and preparation with parents
  - Set communication plan and frequency
3. Help students take ownership.

• Health and Safety
  – Make appointment at Travel Clinic (if needed)
  – Obtain / confirm adequate health insurance coverage
  – Research local health / safety issues
  – Familiarize yourself with local laws and cultural norms
  – Fill out Risk Acknowledgement Form

• Travel Registration
  – Enter emergency info in MIT-Horizons
  – Register with ISOS and US Department of State (STEP)

- Awareness of the host culture: reading news, participating in programming before leaving
- Awareness of local customs, cultural norms and religion
- Awareness of student’s own culture: discussion of possible questions or discussion topics that can come up abroad
- Intercultural awareness: IDI as a useful tool for preparation
5. Revisit local risks and resources upon arrival.

- Remind the group about local safety issues and resources (U.S. Embassy, local emergency numbers, hospitals) upon arrival
- Discuss common health and safety issues
  - Alcohol and drugs
  - Automobiles and transportation
  - Petty theft and pick-pocketing
- Test emergency response protocol on-site
- Behavior / common sense are biggest determining factors of safety overseas
6. Reflect, evaluate and improve.

- Engage students in self-reflection upon return
  - Written or in-person (group or individual) reflection
  - Select peer mentors for marketing and advising purposes
- Seek feedback from students on all program aspects (preparation, logistics, health/safety, etc.)
- Redesign or tweak future programs as needed
Travel Policies and Money Matters

Andrea Siegel, Assistant Manager
VPF Travel Office
International Travel

Before booking international travel:

1. Check funding source.
   - If it is a sponsored account, check COEUS or the sponsor agreement for Travel restrictions. These may include:
     a) Get Sponsor Pre-Approval
     b) Use only U.S. Air Carriers
     c) Fly Economy Class
     d) Submit Expense Report at Conclusion of Trip

2. Determine payment method.
   - Using an MIT Travel Card? Make sure it is activated and you know your PIN.
   - Seeking Foreign Per Diem reimbursement? Check the rates on the U.S. Department of State’s website: [http://aoprals.state.gov/web920/per_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)
International Travel

Pre-booking continued:

3. Destination Banking Infrastructure
   ♦ If a corporate credit card cannot be used at the destination please contact the Travel Office at least two weeks prior to your departure date so individual payment arrangements can be made.
   ♦ If you are applying for an MIT Travel Card please remember that it takes 7 business days for the card to arrive after submitting your completed application to the Travel Office.

4. Document Airfare Difference
   ♦ When business class will be flown obtain equivalent coach fare documentation at time of booking and submit it with your other receipts.

5. Notify Bank of America or the Travel Office of your Travel Plans.
   ♦ Submit travel dates and destinations to reduce the risk that your card will be declined under the bank’s anti-fraud measures.
International Travel

While abroad:

6. Bring your Travel Card Help Number.
   ✷ If you run into issues using your MIT Travel Card while abroad call BOA directly at 509-353-6656. Have the following information:
   
   a) **Account Billing Address:** 77 Massachusetts Avenue, Cambridge, MA 02139
   
   b) **Activation ID:** Your MIT ID number
   
   c) **Account Phone number:** 617-253-8366
   
   d) **Account name:** Kathleen McGrath or Kim Harmon

7. Rental Car Insurance
   
   ✷ Purchase the additional insurance offered at the rental counter under all circumstances when renting a vehicle Internationally (including Canada and Mexico).
International Travel

While abroad (continued):

8. Per Diem Allowance
   ✷ The specified Per Diem rate can be claimed for each ground day at a location.
   ✷ For travel days you are allowed 75% of the Meals and Incidental Expense (MI&E) rate of the destination location.

9. Receipts
   ✷ If a Per Diem is not being claimed keep itemized receipts for all expenses in excess of $75 to attach to your Concur Expense Report. The exceptions to this rule are:
     a) A Business Meeting or a Meal with alcohol. Itemized receipts are required for these two types of Expenses regardless of price.
     b) A Meal becomes a Business Meeting when any non MIT party is in attendance.
While abroad (continued):

- Using the MIT Travel Card **does not** eliminate the need for receipts. You should retain receipts for MIT Travel Card purchases in accordance with MIT’s receipt retention policy.

10. Apps for enhanced travel:

   Continued on next page...
International Travel

TripLink:

✧ Book your travel through Concur and your itinerary is automatically generated in the **Trip List** section of your Concur homepage.

✧ Email your itineraries and reservations booked outside of Concur to plans@concur.com, and they will be added to your Concur homepage. (Put the traveler’s verified email address in the Subject or first line of the email.)

✧ Click on the itinerary in your Concur homepage to create an expense report.

**Trip List**

✧ Expense will suggest existing card transactions to match with the open booked/TripLink itinerary.

✧ Integrate TripLink with a complementary TripIt Pro subscription in order to utilize features such as:
  a) Flight Alerts – text/e-mail alerts for delays or cancellations and helpful reminders
  b) Point Tracker – access all your frequent traveler points in one place
  c) Airfare Refunds – alerts you if you’re eligible for a refund or credit on U.S. flights
International Travel

Mobile App:

- Manage and track business travel
  - Book airfare, hotels and other travel.
  - Manage flight, hotel and car itineraries.
  - Check flight status.
  - Approve travel requests.
  - Change/cancel reservations.

- Manage and track business expenses and receipts
  - Capture receipts with your camera phone. (Keep the paper receipts too!)
  - View credit card transactions and add them to expense reports.
  - Submit and approve expense reports.
Technology Tips for Travelers

Oliver Thomas, Technology Consultant
Information Systems and Technology
1. Test before you travel
1. Test before you travel
2. Plan for connectivity
1. Test before you travel

2. Plan for connectivity
   International connectivity is getting easier, but it's still hard
3. Have a contingency plan for critical items

“It’s the crew, Captain Columbus – they want to know what our flat-world contingency plan is.”
1. Test before you travel

2. Plan for connectivity
   International connectivity is getting easier, but it's still hard

3. Have a contingency plan for critical items
   Consider storage, power, people and connectivity alternatives
4. Check cables, chargers, and plug adapters
1. Test before you travel

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4. Check cables, chargers, and plug adapters

5. Update voicemail greetings and auto-responders
6. Set up disk encryption
1. Test before you travel

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3. Have a contingency plan for critical items
   Consider storage, power, people and connectivity alternatives

4. Check cables, chargers, and plug adapters

5. Update voicemail greetings and auto-responders

6. Set up disk encryption
Border Crossings and High-risk Travel
7. Set up and test your VPN before you leave
7. Set up and test your VPN before you leave

8. Consider a clean "travel computer" and phone
7. Set up and test your VPN before you leave

8. Consider a clean "travel computer" and phone

9. Uninstall applications that access cloud data
   The pros and cons of password managers and Dropbox
7. Set up and test your VPN before you leave

8. Consider a clean "travel computer" and phone

9. Uninstall applications that access cloud data
   The pros and cons of password managers and Dropbox

10. What you don't know can hurt you
    Consider leaving your personal data; bring only what you need
Helpful Resources

Technology Tips for Travelers
http://ist.mit.edu/news/tech_travel_tips

Help Desk
helpdesk@mit.edu / 617-253-1101 / E17-110
Including advice on mobile phones and carrier settings

Distributed IT Resources (DITR)
http://ist.mit.edu/fee-based-support
Desk-side support and consulting as part of your SLA or on-demand
Health and Travel Clinic

Dr. Howard Heller, Associate Medical Director
MIT Medical
Top 10 List

1. International SOS  www.internationalSOS.com
   DOWNLOAD THE APP NOW!!!

2. CDC Travelers’ Health  www.cdc.gov/travel

3. MIT Medical Travel Clinic
   https://medical.mit.edu/services/travel-health-clinic

4. Immunizations (hepatitis A, typhoid, polio etc.)

5. Malaria and other mosquito-borne diseases (dengue, chikungunya etc.)
Top 10 List

6. Travelers diarrhea

7. BlueCard Worldwide
   https://www.bluecardworldwide.com/

8. Access to $10,000

9. Submit bills to Blue Cross for reimbursement within 30 days!

10. Needs assessment for international programs
Thank you!

Contact us at:

internationalhelp@mit.edu