

Welcome

International Travel Resources Information Session

Sponsored by
International Coordinating Committee
(ICC)

May 10, 2013

ICC - Snapshot

- Sponsors** • Claude Canizares, Israel Ruiz
- Co-Chairs** • Michelle Christy, Jim Morgan
- Roles/
Respon-
sibilities** • To strengthen support provided by MIT's administrative offices and functions for international activities
- Negotiations Coordination
 - Developing policy, procedures and guidelines
 - Working with Sr. Leadership including IAC
- Participants** • Office of Major Agreements, OSP, Office of General Counsel, Res. Dev., VPF, HR, Schools (Assist. Deans), DLCs (AOs)

Topics

Travel Clinic: health considerations

Dr. Howard Heller (Medical)

Safety: iSOS, insurance, high-risk travel

Sandy Mitchell (Insurance)

EHS concerns

Bill VanSchalkwyk (EHS),

Visas and tips on outgoing travel

Penny Rosser (ISchO)

Travel Policies:

Kathy McGrath (VPF)

Health

Dr. Howard Heller
Chief, Internal Medicine
MIT Medical Department

International Health for MIT



TRAVEL CLINIC

Shortcuts:

service / office

GO

enter provider's last name

GO

Location
E23-Two West

Schedule Appointments
Phone: 617-253-4488

Referral Requirement
None (for those with a
primary care provider at
MIT Medical)

Overview

MIT Medical's travel health professionals provide advice, immunizations, and specialized medications to hundreds of individuals and families each year. For students, faculty, and staff traveling abroad for study, internships, or recreation, MIT Medical's travel health services can provide the first step to a safe and healthy trip. This page includes important information for those planning to travel internationally.

Making a Travel Health Appointment

Travelers should schedule an appointment well in advance of their trip, ideally eight weeks prior to travel. Advance planning is crucial, because some vaccines may take up to a month to become fully effective, and others require a series of injections.

Immunizations and any prescriptions you receive will be based on your itinerary, planned activities, and any medical conditions you may have. We will also advise you about ways to minimize risk of infection from food, water, and insects in your destination area.

To schedule an appointment, call 617-253-4488 and request an appointment for travel advice.

NOTE: MIT Medical has a limited supply of yellow fever vaccine. The Centers for Disease Control and Prevention maintains a [searchable list of clinics](#) where you can get the yellow fever vaccine if it's unavailable at MIT Medical.

Insurance Coverage for Immunizations

Pretravel issues

- Immunizations and malaria prophylaxis.
- Counseling about accidents, STD's, sexual assault, altitude sickness, traveler's diarrhea, risk for bloodborne pathogens, mental health etc.
- Review insurance issues (coverage, International SOS, BCWorldwide).
- Preparing contact information for emergency care.
- Needs assessment for international programs.

Medical & Health Needs Assessment for International Programs

Below are issues to consider for all international programs. Feel free to contact Howard Heller, MD (HELH@med.mit.edu, 617-253-1615) to discuss any of the questions.

MIT persons going abroad:

- How many MIT persons will be going abroad? Students, faculty, others? Which countries? Duration of stay? Dates?
- Will pre-travel consultation for immunizations, malaria prophylaxis etc. be needed? (www.cdc.gov/travel) If yes, could a group lecture/talk be arranged?
- Have participants been advised to review information at MIT Medical Travel Clinic site?
- http://medweb.mit.edu/directory/services/travel_clinic.html
- Are there any particular medical issues that need to be considered for the travel abroad (e.g. travel restrictions, WHO or CDC travel warnings)?
- Have participants been advised about any medical conditions that would preclude entry or prolonged stay (i.e. HIV infection)? <http://www.hivrestrictions.org/>
- Will MIT persons abroad have medical insurance coverage? Through MIT? Through host organization? If host organization insurance does not cover pre-existing conditions (e.g. HIV, hepatitis B) have alternative arrangements for coverage and medication supplies been made?
- Has medical contact abroad been identified? Is care through a Blue Cross provider available (Blue Card Worldwide? (<https://international.allianzassistance.com/bcbsa/index.asp?page=login> Alpha prefix is **MTP** for MIT insured.) Is care through SOS International provider available? (<http://www.internationalsos.com/Private/MIT/>)
- Will you know how to contact your participants in the event of emergency? Are participants enrolled in MIT Horizon? Is there a designated contact person to assist for emergencies?

Persons visiting MIT

- How many persons will be visiting at MIT? Students, faculty, others? Which countries? Duration of

During travel

- Accessing medical care.
- Self-care for minor illness.

Post-travel issues

- TB screening.
- Post-travel illness.
- Infectious disease screening.

Safety

Sandra Mitchell

Insurance Manager

Office of Insurance

Who is International SOS?

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- International SOS (I.SOS) is a travel, medical and security assistance company. They have more than 4,500 professionals in 24-hour Alarm Centers, international clinics and remote-site medical facilities across five continents.

(*ISOS does not take the place of health insurance. They are a coordinator of emergency services – some are automatic and others are on a fee for service basis.)

- https://vpf.mit.edu/site/insurance/policies_procedures/international_sos

Click on “MIT’s International ISOS portal” (mid page)

Pre-registration with ISOS is HIGHLY ENCOURAGED. Benefits include:

- ISOS website will provide valuable information about designated location which can be reviewed prior to departure. (i.e: current medical & security alerts, copy of I.SOS card, vaccination lists)
- Ability to obtain travel alerts via text message or email in advance of and during travel.
- Expedite traveler's location in case of emergency

What can International SOS provide?

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- **Medical/Security Services**

- Emergency Medical Evacuation
- Security Evacuation
 - ✦ Examples: due to civil unrest, earthquake/flood
- Medically-supervised repatriation
- Emergency and routine medical advice
- Medical and Dental referrals
- Additional travel and accommodation arrangements after medical evacuation
- Claims assistance
- Inpatient/Outpatient Medical expense guarantee (fee)
- Medical Monitoring (fee)

- **Travel Services**

- Legal referrals
- Translations and interpreters
- Lost document advice
- Ground transportation and accommodation for accompanying family members
- Online pre trip medical and security information including warnings, alerts and advice
- Emergency personal cash advances. (fee)

Who is Eligible for I.SOS services

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- MIT Faculty, Staff & students* – while on MIT business (Paid Graduate students would be considered part of staff).
- Accompany family members of Faculty and Staff (spouse, children)
- MIT sponsored/funded internships, research projects, community service projects abroad and programs approved by MIT Study Abroad & Distinguished Fellowship office for study abroad and foreign exchange.
- Recent graduates participating in an MIT sponsored study abroad or volunteer program.
- Faculty and Staff on leisure travel

Who is NOT eligible for I.SOS services

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- Students are NOT covered for personal / leisure travel portion of a trip. (Separate coverage is available through I.SOS at a reduced charge.)
- International Scholars
- Post Doctoral Fellows
- Affiliates
- International visiting students
- Students while studying in the U.S.
- Travel while within one's home country

Payment to Healthcare Provider

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- Blue Cross Blue Shield, Blue Care Worldwide Web link:
 - <https://international.allianzassistance.com/bcbsa/index.asp?page=login>
 - Phone Number: 800-810-2583
- If Blue Cross (or other insurance) is not recognized by local medical facility, MIT may authorize ISOS to provide payment. In such a case, the traveler's division or Dept. within MIT will be held accountable for ISOS' administrative fee.

Important Links and Contacts

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- MIT Travel Risk Policy
 - http://informit.mit.edu/epr/3.1travel_risk.html
- State Department Registration for International Travel
 - <https://step.state.gov/step/>
- Insurance Department Contacts:
 - Sandy Mitchell: slmitch1@mit.edu
 - Damual Greaves: dgreaves@mit.edu
 - Sarah Voigt: svoigt@mit.edu
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Safety

William VanSchalkwyk

Managing Director

Environment, Health and Safety

Visas

Penny Rosser

Director

International Scholars Office

PASSPORTS & VISAS

- Is an entry visa needed to get into destination country for the ***purpose*** you are going this time? Do not assume a prior visa, past invitation letter, or “no need for visa” applies this time.
- Apply for new (or renewal of) passport **far** in advance. Sign appropriate page. May have to mail passport to get the visa.
- Apply for visa (or visa renewal) **well** in advance (consulate or embassy of foreign country may be located in D.C. or N.Y.). Be aware visa may be for single or multiple entries. Foreign gov’t can deny a visa.
- Bringing foreign national students, postdocs or others with you **from** MIT/US **to** another country? They may have visa requirements US citizens do not.

PASSPORTS & VISAS

- Even foreign nationals with US green cards (permanent residence status) are subject to the visa rules for people from their country of *citizenship/passport*.
- If you find out one of your travelers is currently out of status because of an expired document or prior travel issue, or has some other problem with his/her documents... Contact appropriate MIT int'l office. An outside immigration attorney's advice may be needed. Travel may/may not be possible or in proposed timeframe.
- **Medical:** Plan ahead for a course of shots or pills over a period of time *before* travel (e.g., anti-malaria pills). Bring supply of personal Rx with you.

PREPARE

- Consult US Department of State (DOS) Travel Pages
http://travel.state.gov/travel/travel_1744.html
- Country-specific “advisories,”
- Emergency info
- Instructions for DOS “smart traveler” program
- Overseas insurance coverage advice
- Crime/safety advice and info
- Travel & personal documents- what to take, what copies to leave behind for your US contact/family/dept.(itinerary, passport, medical info, insurance)

- Take care before promising an MIT collaboration/program/agreement.
- Electronics: *Before* travel consider what peripheral devices, plugs, adaptors, MIT data and network access, SIM cards, data plans, USB device chargers, *pre-downloaded maps* you might need.
- Country specific culture, business culture and practice, language, higher ed system
- Once in foreign country, locate nearest US consulate or embassy, for reference.

Travel Policies

Kathy McGrath

Travel Manager

VPF

International Travel

Pre-Trip:

- ✧ Determine what type of account(s) will be funding the trip
- ✧ If a trip will be charged or split across sponsored accounts, COEUS or the agreement with the sponsor should be checked PRIOR to making trip arrangements to see if any accounts have Travel restrictions [i.e. Use of U.S. Air Carriers, All Travel Must be Economy Class, Budgeted Travel Allowed, International Business Class Allowed, Report Must be Submitted at Conclusion of Travel, All Foreign Travel Requires Sponsors Approval, Unusual Requirements]
- ✧ If Airfare is being charged to a sponsored account that dictates the use of a U.S. Air Carrier the traveler should make sure not to book a code share flight where the designator code (“operated by”) is a foreign carrier

International Travel

Pre-Trip (continued):

- ✧ Travelers should decide prior to their departure whether they will be using the MIT Travel Card while away or claiming a Per Diem upon their return. Travel credit card should not be used if traveler is claiming Per Diem.
- ✧ Foreign Per Diem Rates can be found on the U.S. Department of State's website: http://aoprals.state.gov/web920/per_diem.asp
- ✧ If traveler is flying business class an equivalent coach fare should be obtained at time of booking.
- ✧ Traveler should notify Bank of America or Travel Office of travel dates and destination to reduce the risk of card being flagged as fraud.

International Travel

While Traveling:

- ✧ If a Traveler runs into issues using their MIT Travel Card while abroad they should call BOA directly at 509-353-6656. Card Holders may be asked for the following information:

Account Billing Address: 77 Massachusetts Avenue – Cambridge MA 02139

Activation ID: Card Holder's MIT ID number

Account Phone number: 617-253-8366

Account name: Kathleen McGrath or Kim Harmon

- ✧ When renting a vehicle Internationally (including Canada and Mexico), Travelers should purchase the additional insurance offered at the rental counter under all circumstances
- ✧ The Max Per Diem rate can be claimed for each ground day in a particular destination