

# Welcome

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## International Travel Resources Information Session

Sponsored by  
International Coordinating Committee  
(ICC)

January 31, 2014



# ICC - Snapshot

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- 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
- Participants** • Office of Major Agreements, OSP, Office of General Counsel, Res. Dev., VPF, HR, Schools (Assist. Deans), DLCs (AOs)

# Topics

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**Technology Tips for Travelers** *Jonathan Reed (IS&T), David Quimby (OSP)*

## Quick Topics:

- **Safety: ISOS, High-Risk Travel** *Sandy Mitchell, Sarah Voigt (Insurance)*
- **Travel Clinic: Health Considerations** *Dr. Howard Heller (Medical)*
- **EHS Concerns** *Lou DiBerardinis (EHS)*
- **Travel Policies and Money Matters** *Kara Byrne Sechrist (VPF)*

[Please see May 2013 Presentation at [icc.mit.edu](http://icc.mit.edu) for more details]

**Question and answer session at 11:30**

# Technology Tips

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**Jonathan Reed**

Information Services & Technology

**David Quimby**

Office of Sponsored Programs

## Attendees:

Joanne Larrabee, Oliver Thomas, Taeminn Song,  
Rashard Bryan, Pat Sheppard, Pat Curtis and  
Monique Yeaton

# Technology Tips for Travelers

Jonathan Reed

Information Services & Technology




Information Services & Technology

The Knowledge Base - Home - Hermes

http://kb.mit.edu

« MIT Information Systems & Technology website Welcome back, · Log In · Knowledge Base Handbook



# The Knowledge Base

Ask • Find • Share

technology tips for travelers

**Browse KB Categories**

- [Certificates](#)
- [Business Apps](#)
- [Educational Technology](#)
- [Email, Calendar & Collaboration](#)
- [Network & Wireless](#)
- [See More...](#)

**Help**

- [Request Help](#)
- [Report security incident](#)

Get answers. Share expertise. Collaborate. Formerly known as 'Hermes' and facilitated by Information Systems & Technology, The Knowledge Base welcomes participation from all members of the MIT community. [Learn more...](#)

**System Status**

- [General Services](#)
- [Academic Services](#)
- [Network](#)
- [Email](#)
- [Telephone Services](#)
- [Library Services](#)
- [Administrative Services](#)

[from 3Down →](#)

**Most Popular**

- [Mobile Device Ninja](#)
- [Certificates at MIT](#)
- [How can I forward my email to another address?](#)
- [OS X Mavericks \(10.9\)](#)
- [Problems connecting to the wireless network at MIT](#)

Technology Tips for Travelers – IS&T Contributions – Hermes

kb.mit.edu/confluence/display/istcontrib/Technology+Tips+for+Travelers

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# Technology Tips for Travelers

On this page:

[Before you travel](#) | [While traveling](#) | [After you travel](#) | [International travel considerations](#) | [Resources](#)

Traveling with your computer and smartphone can present special logistical and security challenges. Taking a few steps to prepare for your trip and think about what could go wrong can help save time recovering from issues encountered during travel. These tips are not exhaustive, and sometimes specific destinations may warrant additional (or fewer) preparations.

This article does not attempt to recreate the many excellent third-party resources that exist on this topic for academic professionals. It adds some MIT-specific details, but please review the [Resources](#) list below for details how-to guides and international travel security advice collected by EDUCAUSE.

## Before you travel

- ✔ **Back up your laptop**
  - If you are using MIT's central TSM backup service, you may want to verify that your most recent scheduled backup ran successfully. See [How can I verify that a scheduled backup completed successfully?](#)
  - If you are using another backup solution, such as Apple's TimeMachine, launch the client on your computer and run a backup before your trip begins.
- ✔ **Back up your mobile device**

### IS&T Contributions

Documentation and information provided by IS&T staff members →

➤ Short URL for sharing  
**Technology Tips for T...**  
<http://kb.mit.edu/confluence/x/ODIYC>

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**Last Modified:**  
January 27, 2014

### Get Help

[Request help](#)  
from the Help Desk

[Report a security incident](#)  
to the Security Team

# Back up your laptop

- If you're using TSM, make sure the most recent backup was successful.
- If you're using Time Machine or another backup solution, make sure you have a full backup.



# Back up your mobile device

- If you're not synchronizing your smartphone or tablet with a cloud service (e.g. iCloud, Google), you may wish to do so.
  - Tip: Cloud services are not only useful for data synchronization, but also for “Find my phone” and similar services
- If you back up your mobile device to a computer, make sure you're not taking the only backup with you!

# Secure your computer...

- Register your laptop with the MIT Police
- Make a note of the serial numbers of your devices, and keep that information in your office
- If your computer has a slot for a cable lock, make sure you buy one

# ... and its data

- If you have sensitive data on your machine, make sure full-disk encryption is enabled.
- Contact [infoprotect@mit.edu](mailto:infoprotect@mit.edu) with questions about MIT's data protection policies.
- Make sure your computer requires a password when the computer boots up or wakes up from sleep.

# Test & update your software

- Make sure your anti-virus software and malware detection software is up to date.
- Install and test the MIT Virtual Private Network (VPN) client.
- Install and test any other software you will need while traveling (e.g. presentation software)

# Plan for connectivity

- Verify what type of network connection you will have at your destination.
  - If you will have a wired Ethernet connection, bring an Ethernet cable and any necessary adapters.
- Determine if your mobile device will have voice and data service.
  - If traveling internationally, contact your mobile provider to determine what roaming charges will be incurred for voice and/or data service.

# Check all necessary chargers and cables

- If you will be giving a presentation, bring the necessary cables and adapters to connect your device to a projector.
- If you will be traveling internationally, make sure you have the necessary power adapters for charging your devices.

# Update voicemail greetings and auto-responders

- You can set up an “Out Of Office” e-mail automatic reply, telling people that you will be out of the office.
- You can set an alternative voicemail greeting telling callers that you will be away.
- For safety reasons, consider limiting how much information you include in these messages.

# Have a Plan B

- Make sure you have an easy way to access essential files (e.g. presentations, papers) you'll need during your travels.
- Obtain the customer service phone number for your mobile provider in your destination country.
- For extended trips, determine if your laptop will be covered by a warranty when traveling internationally.



# While you're on the go

- Never leave your device unattended
- Always use the MIT VPN client on public networks
- Check your mobile device settings
  - If roaming internationally, turn off “International Data” in your smartphone’s settings to limit international data usage

# When you return

- Perform a full virus-scan of your computer
- Disable any “Out of Office” automatic replies
- Change your voicemail greeting back to your default greeting

# Border Crossings

- Your electronic devices and their contents may be inspected or searched at the border, and you may be asked to provide passwords for your devices.
- Store only the information you need for your trip
- If you save passwords for websites or cloud storage services (e.g. Dropbox, iCloud), consider deleting those saved passwords while traveling.
- You may wish to bring a laptop or mobile devices provisioned only for your trip, which can then be wiped upon return.

# Destination-specific considerations

- Certain travel destinations are reputed to conduct routine surveillance of electronic communications, including e-mail, web browsing, and cellular service.
  - Consider using a temporary e-mail account for travel.
  - Limit the amount of data you carry with you or access while traveling.
  - Consider using temporary passwords while traveling, and change them upon your return.

Questions?

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# Export Control Awareness for International Travelers

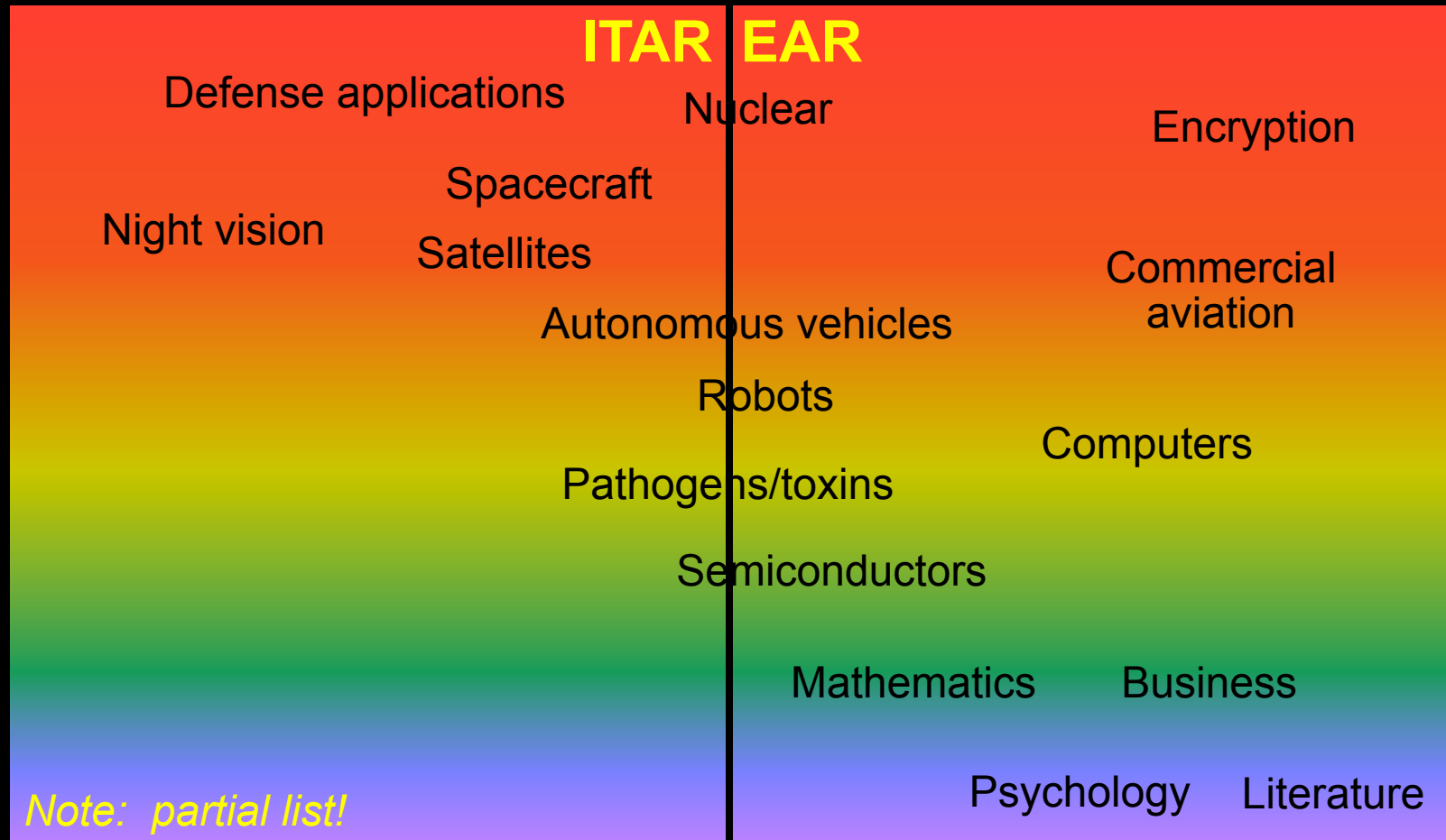
David Quimby  
January 24, 2014



Massachusetts Institute of Technology



# What's controlled?



# What's controlled?

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- **Products**
- **Equipment** required to make controlled products
- **Materials** required to make controlled products
- **Software** required to develop, produce, or use products
- **Information** required to develop, produce, or use products
  
- Your **laptop** and other personal electronic devices
- **Information** stored in your laptop and other devices
  
- International travel = export





## Remember this:

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- **Don't take ITAR technical data (information or software) out of the country**
  - (Don't take ITAR items out of the country either...)
- **ITAR covers military/defense items and applications**
  - Anything designed, developed, or modified for a defense application (so may not be obvious)
- **Also covers spacecraft, satellites, ground equipment**



## J. Reece Roth (MIT '59)

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- Professor EECS, UTenn Knoxville
- ITAR-controlled research on campus
- Used GRAs from China, Iran
- 11 of 14 counts were for taking ITAR technical data to China
  - Not accused of transferring
- Currently serving a 4-year term at the Ashland KY Federal Correctional Institution



# What you can take

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- Your laptop and commercial software (EAR) can be taken using TMP or BAG exceptions — must be brought back to the US in a year
  - Self-certify with form at <http://osp.mit.edu/compliance/export-controls/travel/using-tmp-or-bag-exceptions>
- Prototypes or other tangible research products **are** controlled, can use TMP or BAG
- US persons can take EAR information (technology) but cannot transfer it if a license would be required
  - Non-US persons cannot take EAR technology



# Restricted destinations and parties

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- Cuba, Iran, North Korea, (North) Sudan and Syria are subject to strict export controls and are also under sanctions programs
- The US restricts transactions with some entities and individuals
  - Specially Designated Nationals list (Treasury)
  - Entity List (Commerce)
  - Check at [http://export.gov/ecr/eg\\_main\\_023148.asp](http://export.gov/ecr/eg_main_023148.asp)
- Example
  - Tsinghua University, Beijing is OK
  - Beijing University of Aeronautics and Astronautics cannot receive any items or non-public information



# Questions?

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- Dave Quimby
  - Export Control Officer
  - [dquimby@mit.edu](mailto:dquimby@mit.edu)
  - 617.253.2822
  - <http://osp.mit.edu/compliance/export-controls>



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## Quick Topics ISOS, Health, EHS and Travel Policies

For more in depth information please see  
May 2013 information session  
presentation  
[icc.mit.edu](http://icc.mit.edu)

# Safety

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**Sandra Mitchell, Sarah Voigt**

Office of Insurance

# What is ISOS? ISOS is a Travel, Medical and Security Assistance Company

## Medical/Security/Travel Services

- Emergency Medical Evacuation
- Security Evacuation
  - Examples: due to civil unrest, earthquake/flood
- Medically-supervised repatriation
- Medical and Dental referrals and routine medical advice.
- Medical Monitoring (fee)
- Online pre-trip medical and security information. Lost document advice.
- Translations/interpreters
- Emergency cash advance

## Eligibility

- 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 are covered for emergency medical evacuation and repatriation, if needed, during leisure travel



# The Membership App

- The App is a service benefit and is available as part of your membership
- Download from <http://app.internationalsos.com>



Membership number

One-click call for assistance from nearest alarm center

Number of current alerts

Link to country search

Link to latest alerts for your current country

Links to medical and travel security information for your selected country

•MIT Account # 11BSGC000066

# Important Links



- MIT Travel Risk Policy: [http://informit.mit.edu/epr/3.1travel\\_risk.html](http://informit.mit.edu/epr/3.1travel_risk.html)
  - Guidelines describe the various levels of travel warnings, definitions of MIT Travel, and the policies that apply to MIT Travel.
- State Department Registration for International Travel  
<https://step.state.gov/step/>
- Blue Cross Blue Shield, Blue Care Worldwide Web link:
  - <https://international.allianzassistance.com/bcbsa/index.asp?page=login>
  - Phone Number: 800-810-2583
- MIT International SOS Program Portal
  - Click Link:  
[https://vpf.mit.edu/site/insurance/policies\\_procedures/international\\_sos](https://vpf.mit.edu/site/insurance/policies_procedures/international_sos)
- Business Travel Accident Policy:  
[https://vpf.mit.edu/site/insurance/policies\\_procedures/travel\\_insurance/business\\_travel\\_accident\\_insurance](https://vpf.mit.edu/site/insurance/policies_procedures/travel_insurance/business_travel_accident_insurance)

# Health

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**Dr. Howard Heller**  
Chief, Internal Medicine  
MIT Medical Department

# Healthy Travel

Howard Heller, MD  
Associate Medical Director  
MIT Medical

# MIT Medical: Travel Service

- Office consultation for
  - Malaria prophylaxis and other medications
  - Immunizations (hepatitis A, typhoid, yellow fever etc.)
  - Other travel health counseling.
- On-line consultation for frequent repeat travelers.
- Pre-travel health advice talks to groups
- All International SOS reports reviewed to assure continuity of care.
- Post-travel illness evaluation.



**MIT Medical**  
Care for our community

**PATIENT LOGIN**

SEARCH  
search **GO**

[HOME](#) [▶ DIRECTORY](#) [HOW DO I ...](#) [ABOUT MIT MEDICAL](#) [MENTAL HEALTH AND COUNSELING](#) [HEALTH PLANS](#) [EMERGENCIES](#) On-campus: dial 100  
Off-campus: dial 911

**Shortcuts:**

service / office **GO**

enter provider's last name **GO**

## TRAVEL CLINIC

<b>Location</b> E23-Two West	<b>Schedule Appointments</b> Phone: 617-253-4488	<b>Referral Requirement</b> None (for those with a primary care provider at MIT Medical)
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### 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



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TAGS  
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Howard Heller: Travel-Related Health and Immunizations  
Dr. Howard Heller, Chief of internal Medicine, MIT Medical

# Safety

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**Louis DiBerardinis**

Director

Environment, Health and Safety



# Environment, Health and Safety Office

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



# Travel Policies

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**Kara Byrne Sechrist**

Travel Operations Coordinator

VPF

# International Travel

## Before booking international travel the following should be done:

- ✧ Verify 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 for Travel restrictions. These may include:
  - Use of U.S. Air Carriers
  - All Travel Must be Economy Class
  - Report Must be Submitted at Conclusion of Trip
  - Sponsor Pre-Approval Required
- ✧ 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. The MIT Travel 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](http://aoprals.state.gov/web920/per_diem.asp)

# International Travel

## Pre-booking continued:

- ✧ If a traveler is going to a remote area or country where the banking infrastructure will make the use of a corporate credit card difficult please contact the Travel Office at least two weeks prior to their departure date so alternate payment arrangements can be made.
- ✧ If a traveler plans to apply for an MIT Travel Card please bear in mind that upon submission of their completed application to the Travel Office it will take 5-7 business days for the card to arrive.
- ✧ When business class will be flown 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 (declines).

# International Travel

## While abroad:

- ✧ 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.



# International Travel

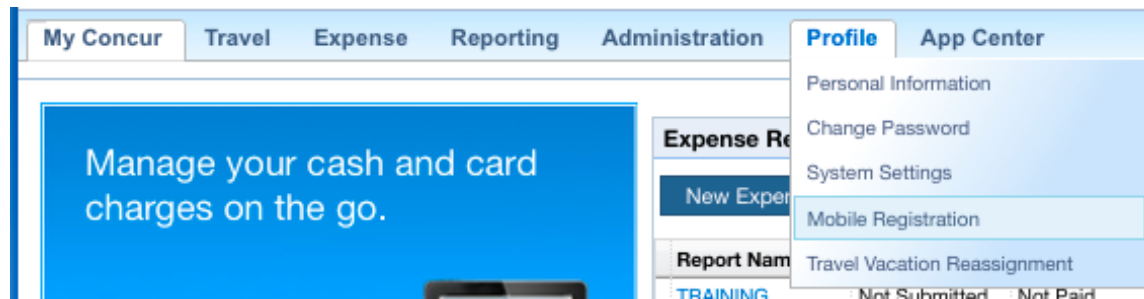
## While abroad (continued):

- ✧ For Travel days the traveler is allowed to claim  $\frac{3}{4}$  or 75% of the M&IE rate of the destination country.
- ✧ If a Per Diem is **not** being claimed Travelers must keep (and attach to their Concur Expense Report) itemized receipts for all expenses in excess of \$75. The exceptions to this rule are:
  - **Business Meetings** and **Meals with alcohol**. Itemized receipts are required for these two types of Expenses regardless of price.
  - A **Meal** becomes a **Business Meeting** when any non MIT party is in attendance.
- ✧ Use of the MIT Travel Card **does not** eliminate the need for receipts. Travelers should retain receipts for MIT Travel Card purchases in accordance with Travel's receipt retention policy.

# Concur's Mobile App

## How to Register:

1. Click on the **Profile** tab of the MIT Concur homepage and select Mobile Registration



2. Select the **create a mobile PIN** link to set up login credential for you mobile phone

### Set up PIN for mobile

To log in to Concur on your mobile device or Concur Connect application, you must enter your User Name and a PIN.  
Enter a new PIN in the fields below to setup a new one.

**Create PIN:**  PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

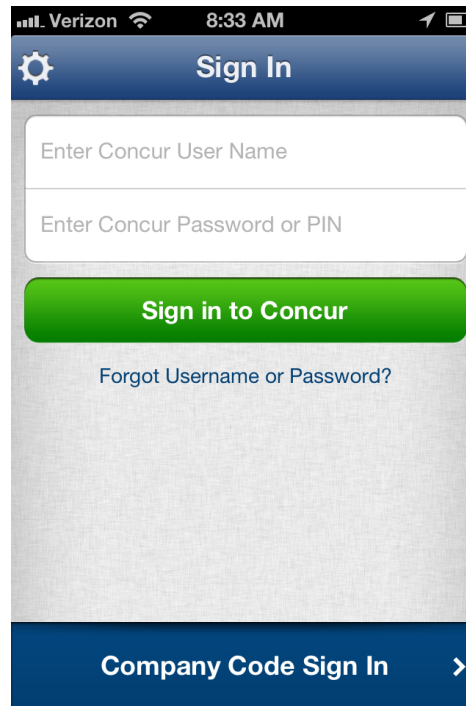
**Retype PIN:**

3. Download the Concur Mobile App via the App Store on your phone or utilizing the Concur **Mobile Registration** page to send a link to your device via email address or mobile phone number

# Concur's Mobile App

## How to Register (continued):

4. When you first open the application on your mobile device you will see the following screen:



5. Your **Concur User Name** is your MIT email address (kerberos name plus @mit.edu)
6. Enter the PIN you created on the Concur **Mobile Registration** page within your profile and click **Sign in to Concur** button



# Future Concur Enhancements

## Introducing TripLink (coming Spring 2014):

- ✧ Once TripLink is up and running travelers can continue to book travel through Concur and their plans will automatically show up as an itinerary in the **Trip List** section of the **My Concur** homepage
- ✧ Itineraries and reservations booked outside of Concur can be emailed to [plans@concur.com](mailto:plans@concur.com) and will be instantly added to the traveler's profile as an itinerary.
- ✧ Features one click Expense Reporting from itineraries contained within traveler's **Trip List**
- ✧ Expense will attempt to auto-match the open booked/TripLink itinerary information with existing card transactions
- ✧ Travelers will have the option to integrate TripLink with a complementary Triplt Pro subscription in order to utilize premium Concur features, including:
  - Flight Alerts – text/e-mail alerts for delays or cancellations and helpful reminders
  - Airfare Refunds – alerts you if you're eligible for a refund or credit on U.S. flights
  - Point Tracker – access all your frequent traveler points in one place



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# Thank you