



Student International Travel Policy

PURPOSE

The purpose of this policy is to provide procedures for all students traveling on university trips outside the United States.

DEFINITION

University Trip – Includes any trip outside the United States organized, administered, or sponsored by the Study Abroad Office or any other department or school within the University or any other trip outside the United States in which a faculty member and/or staff member is traveling with University students in conjunction with, or as part of, an academic, community service and/or humanitarian endeavor.

POLICY

All students who are traveling abroad on a University trip must register with International SOS at the website: <https://www.internationalsos.com/MasterPortal/default.aspx?membnum=11BCAS786599>.

The link can also be found in myUM under Online Resources. Students must input their entire itinerary including all locations traveled. Should the itinerary change at any time prior to and/or during the trip, the changes must be updated in the International SOS website.

Approval must also be given by the Director of Risk Management four weeks prior to traveling to the following countries.

1. Colombia
2. Haiti
3. Mexico
4. Cuba
5. All of the countries located on the U.S. State Departmental travel advisory warning page (<https://travel.state.gov/content/passports/en/alertswarnings.html>)

A copy of the Foreign Travel Insurance Form must be printed and carried by the student while traveling. The form can be found here: <http://business-services.miami.edu/departments/travel-management/international-travel/index.html>

Students who require travel medicine consultation and/or immunization should schedule an appointment at the [Student Health Service](#) or other medical provider at least six weeks prior to travel.

Any student who does not register with the International SOS program prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University of Miami for courses taken abroad.



MyTrips Users Guide

Issue date: February, 2017

For more information please contact onlinehelp@internationalsos.com



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1. Registering as a new user

Please Login to MyTrips using the URL that was provided to you by your local program administrator.

Login

Username

Password

[Forgot Password](#) [New User? Register here](#)

6.8.2

Click on 'New User? Register here' link to create your MyTrips account.

MyTrips

User Registration for DemoData Travellers

If you are not travelling for DemoData then please click [here](#) to contact our helpdesk for assistance with the registration.

Title First Name MI Last Name

Organisation Email Address (User Name) Password

Re-Enter Password

Security Question1 Security Question2

Answer 1 Answer 2

Enter the required information on the Registration page.

Your user name will be your organisation/school email address.

Set up your security questions and answers. If you forgot your password or need your password to be reset, you will be required to provide the answers.

Click Submit button.

Upon clicking the Submit button, the next page will display a message indicating that a verification email was sent to your email address.

MyTrips



Control Risks

Thank you for registering for MyTrips. A verification email was sent to john@mycompany.com . Please verify it by clicking the link in the email to activate your account within the next 24 hours after which it will expire.

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In order to activate your account please click on the link provided in the email. This link will only be active for 24 hours. If you do not activate your account within 24 hours, you will need to register for MyTrips again. If you need any assistance, please contact our Online Help team at onlinehelp@internationalsos.com who will help you register for an account.

MyTrips Account Verification



traveltracker@travelsecurity.com

[Add to contacts](#) 2:58 PM

To:

Dear Sinem Test,

Welcome to MyTrips from International SOS and Control Risks. We have received the request to create your account for MyTrips. To activate your new MyTrips account, please click on the link below:

<https://MyTripsPreprod.travelsecurity.com/RegistrationConfirmation.aspx?token=wDoTahNhud1Rnn91nZhvCr4twWrNt%2bbSkpqaZ1O9C2rh9mNfHQ%2bpeS8X%2bhE3ld8WalzjblH%2fuO8A2ZOmb8%2ffpvyb2qc97BCOizCWHsVbFuT3n7kdWdmz64Vi7x8EwxLOmOY9ZKAIUg4o%3d>

Please note that this link will expire in 24 hours.

If you did not make this request about creating a MyTrips account, please email onlinehelp@internationalsos.com.

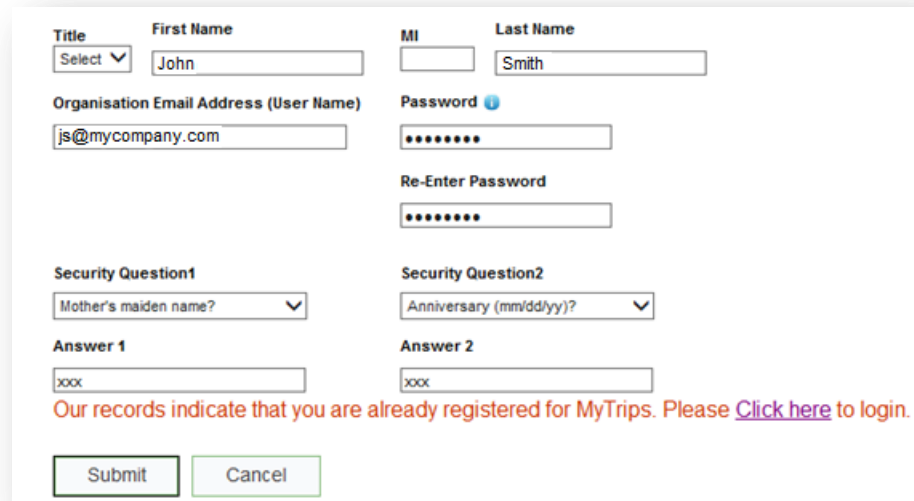
After you click on the link, you will be provided with a confirmation message that your MyTrips account has been activated. At this point, you can click on the Login button and on the next page enter your login credentials to login.

MyTrips

Your MyTrips account has been activated. Please log in to check your profile and enter your next trip.

Login

If an existing MyTrips user tries to register for a MyTrips account again, the Registration page will display a message indicating that the account already exists. If you cannot remember your login details, you can use the “Forgot Password” link on the Login Page to retrieve them.

A screenshot of a web registration form. The form contains several input fields: Title (dropdown menu), First Name (text box with "John"), MI (text box), Last Name (text box with "Smith"), Organisation Email Address (User Name) (text box with "js@mycompany.com"), Password (text box with masked characters), Re-Enter Password (text box with masked characters), Security Question1 (dropdown menu with "Mother's maiden name?"), Security Question2 (dropdown menu with "Anniversary (mm/dd/yyyy)?"), Answer 1 (text box with "xxx"), and Answer 2 (text box with "xxx"). At the bottom, there are "Submit" and "Cancel" buttons. A red error message is displayed above the buttons: "Our records indicate that you are already registered for MyTrips. Please [Click here](#) to login." The form is set against a light gray background with a subtle drop shadow.

Title **First Name** **MI** **Last Name**

Select ▼ John Smith

Organisation Email Address (User Name) **Password** ⓘ

js@mycompany.com

Re-Enter Password

Security Question1 **Security Question2**

Mother's maiden name? ▼ Anniversary (mm/dd/yyyy)? ▼

Answer 1 **Answer 2**

xxx xxx

Our records indicate that you are already registered for MyTrips. Please [Click here](#) to login.

Submit Cancel

2. Creating your profile

My Profile / Trips
Create New Trip

Click on the 'Edit' link to update your Profile information.

My Profile
Edit

Profile details

Is VIP
☐

First Name
Middle Name
Last Name

John
Middle Name
Smith

Home Country
United States

Business Unit
I&T

Phone

Phone Priority
Phone Type
Country Code
Phone Number

Preferred
Personal
United States - 1
1234567

Email Address

Email Priority
Email Type
Email Address

Preferred
Business
js@mycompany.com

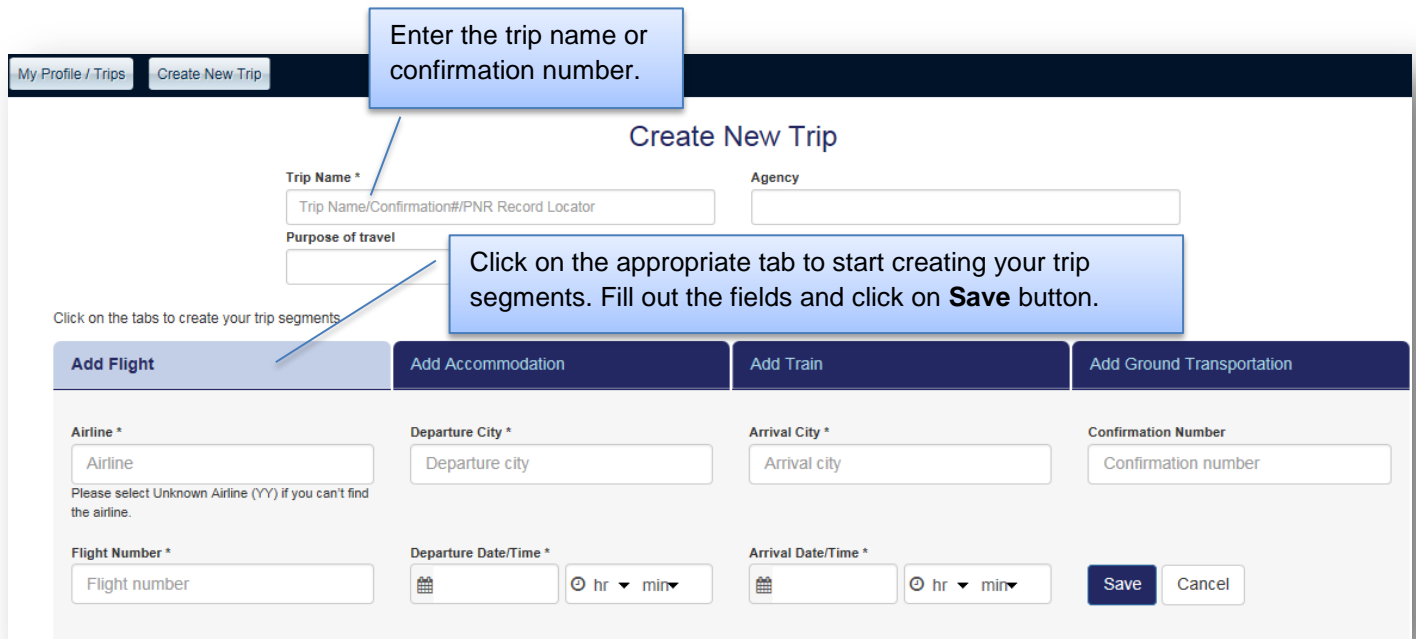
Not Preferred
Personal
js@yahoo.com

Enter your profile information and click on the 'Update' button to save the information. Every time you login to your MyTrips account, your profile information will be available for you to view and update.

3. Creating a new trip

In order to create a new trip, click on the “Create New Trip” button on the horizontal navigation or at the bottom of the Profile page. Enter the trip name or the confirmation number for your trip. Based on your itinerary details, start adding the trip segments by clicking on the appropriate tab.

You can also enter expatriate assignments if your organisation provides this capability. When entering an Expatriate Assignment, please use the Accommodation section and select ‘Expat Residence’ as your accommodation type.



The screenshot shows the 'Create New Trip' form. At the top, there is a navigation bar with 'My Profile / Trips' and 'Create New Trip' buttons. Below this, the form title 'Create New Trip' is centered. The form contains several input fields: 'Trip Name *' (with a placeholder 'Trip Name/Confirmation#/PNR Record Locator'), 'Agency', 'Purpose of travel', 'Airline *' (with a placeholder 'Airline' and a note 'Please select Unknown Airline (YY) if you can't find the airline.'), 'Departure City *' (with a placeholder 'Departure city'), 'Arrival City *' (with a placeholder 'Arrival city'), 'Confirmation Number' (with a placeholder 'Confirmation number'), 'Flight Number *' (with a placeholder 'Flight number'), 'Departure Date/Time *' (with a date picker and time dropdown), and 'Arrival Date/Time *' (with a date picker and time dropdown). There are four tabs: 'Add Flight', 'Add Accommodation', 'Add Train', and 'Add Ground Transportation'. The 'Add Flight' tab is selected. At the bottom right, there are 'Save' and 'Cancel' buttons. Annotations include a blue box pointing to the 'Trip Name *' field with the text 'Enter the trip name or confirmation number.' and another blue box pointing to the tabs with the text 'Click on the appropriate tab to start creating your trip segments. Fill out the fields and click on **Save** button.'

Travel Information: New York Trip

Trip Name *

New York Trip

Agency

ABC

Purpose of travel

Business

Save Trip Information

Success! Trip details saved successfully.

Travel Information section can be collapsed through this button.

Collapse

After you save the first trip segment, the travel information will also be saved automatically. If you make any changes to the travel information at a later time, make sure click on **Save Trip Information** button.

Click on the tabs to create your trip segments

Add Flight

Add Accommodation

Add Train

Add Ground Transportation

Travel Itinerary

After saving a trip segment, it will be available under the **Travel Itinerary** section. Continue to add segments based on your itinerary details.

Flight

Airline	Flight Number	Departure City	Departure Date/Time	Arrival City	Arrival Date/Time	Confirmation Number
American Airlines (AA)	123	(PHL) Philadelphia, United States - Philadelphia International Apt	07 Apr 2016, 11:10	(JFK) New York, United States - New York J F Kennedy International Apt	07 Apr 2016, 12:10	

You can edit or delete an existing segment through the buttons located next to each segment.

Adding a flight segment:

Add Flight

Add Accommodation

Add Train

Add Ground Transportation

Airline *

American Airlines (AA)

Please select Unknown Airline (YY) if you can't find the airline.

Flight Number *

123

Departure City *

(PHL) Philadelphia, United States - F

Departure Date/Time *

07 Apr 2016

11 10

Arrival City *

(JFK) New York, United States - New

Arrival Date/Time *

07 Apr 2016

12 10

Confirmation Number

Confirmation number

Save

Cancel

As you enter the values for the Airline, the system will provide the matching results in a list below the field. You can enter the airline name or the airline code.

As you enter the values for the Departure and Arrival city fields, the system will provide the matching results in a list below the field. Select the value from this list. You can enter the city name, airport name or airport code.

Adding an accommodation segment:

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name *	Check-In Date *	Check-Out Date *	Address *
ABC	07 Apr 2016	09 Apr 2016	10 South Street Philadelphia PA US
Phone Number	Confirmation Number	Type	Save Cancel
1234567	Confirmation number	Regular	

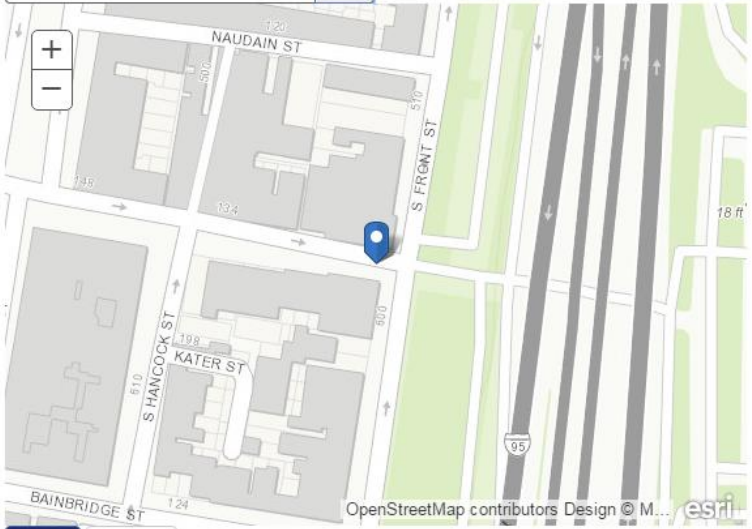
For regular hotel/accommodation entries select **Regular**.
For expatriate assignment locations select **Expatriate Residence** option from the Type Dropdown.

When you click on the Address field, a pop-up will open up. Enter the address and click Search. Then select the matching address from the list. If you can't find the exact address in the list please select the closest address. The location will also be displayed on the map. You can also move the blue pin on the map to the expected location.

Locate Address

Please enter the address and click Search button. Then select the matching address from the list. If you cannot find the exact address, please select the closest and drag the pin on the map to the expected location.

10 South Street Philadelphia, PA X Q



OpenStreetMap contributors Design © M... esri

Save Cancel

Adding a train segment:

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
<div> <div> Train Carrier * <input type="text"/> </div> <div> Departure City * <input type="text"/> </div> <div> Arrival City * <input type="text"/> </div> <div> Confirmation Number <input type="text"/> </div> </div>			
<div> <div> Train Number * <input type="text"/> </div> <div> Departure Date/Time * <input type="text"/> <input type="text"/> </div> <div> Arrival Date/Time * <input type="text"/> <input type="text"/> </div> <div> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </div> </div>			

Select the train carrier from the dropdown. Select the Departure/Arrival cities from the matching results list.

As you enter the values for the Departure and Arrival city fields, the system will provide the matching results in a list below the field. Select the value from this list. You can enter the city name, station name or station code.

Following train carriers are available to choose in MyTrips: Accesrail, Airport Express Rail, Amtrak, Deutsche Bahn, Eurostar International, Nuovo Trasporto Viaggiatori, SNCF/European Rail, Via Rail Canada.

SNCF/European Rail can be used to book major routes for the following train operators:

- AVE (high speed trains in Spain)
- City Night Line (overnight trains in Netherlands, Germany, Switzerland, Czech Republic, Poland, Italy)
- ICE (Deutsche Bahn high speed trains in Germany)
- Intercites France
- Italo – NTV operated high speed trains
- OUIGO (France low cost train)
- TGV (France high speed trains)
- TGV Lyria (France Switzerland cross border trains)
- TGV France Spain (cross border trains)
- TGV France Italy (cross border trains)
- SNCF (France local trains)
- Thalys (High speed covering major stations in Netherlands, plus cities in Northwest Germany, Brussels, Lille and Paris)
- Trenitalia (Italy)

Adding a ground transportation segment:

Add Flight	Add Accommodation	Add Train	Add Ground Transportation
Name * <input type="text"/>	Pickup City, Country * <input type="text"/> <small>Please select closest city.</small>	Dropoff City, Country * <input type="text"/> <small>Please select closest city.</small>	Confirmation Number <input type="text"/>
Telephone <input type="text"/>	Pickup Date/Time * <input type="text"/>	Dropoff Date/Time * <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

As you enter the city name for the Pickup and Dropoff city fields, the system will provide the matching results in a list below the field. Select the value from this list.

4. Viewing / updating trips

When you login to MyTrips, the landing page will display your profile information and all trips that have been recorded in the system. From this page, you can quickly view or update any of this information.

My Trips

Trips or PNR	Record Locator	Status	Start Date	End Date	Created By	Remove
Europe trip	PTL0704201602244424	Active	29 Apr 2016	30 Apr 2016	You	
Chicago Trip	PTL0704201602055205	Active	09 Apr 2016	10 Apr 2016	You	
New York Trip	PTL0704201604103810	Active	07 Apr 2016	07 Apr 2016	You	
TEST	PTL0604201604242024	Active	03 Mar 2016	04 Mar 2016	You	
PAKCIO	PTL1709201512333433	Active	04 Oct 2015	10 Oct 2015	Administrator	

To edit an existing trip, click on the trip name or itinerary number. You will be taken the Travel Information page where you can make changes to the trip information. After you complete your changes, click on **Save Trip Information** button to ensure that the changes are saved.

The trip list will include your past current and future trips that have been created by you, a system administrator or the travel agency. You can only update or delete the trips that you have created.



- For any questions or feedback about your trips in your MyTrips account, please use the Feedback link within the tool.

