



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 Red24 at the website: <http://traveltracker.red24.com/#/>. 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 Red24 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 Red24 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.

This is a brief guide to assist University of Miami students and faculty in utilizing the security services available while traveling abroad.

The steps below demonstrate how you can view security information as well as the steps necessary for you to input your travel. It is a university requirement for all school sponsored travel to be logged into this system. This enables our security partner to provide better service during an emergency.

FOR TECHNICAL ASSISTANCE please call 1-800-316-0317 OR email RED24 Help desk at traveltracker@red24.com.

Step 1

View the security services site via your UM intranet link in myUM under Online Resource area or visit

<https://traveltracker.red24.com/#/company/UM%20INTERNATIONAL%20TRAVEL/>

If you are a new user, you may create a user profile in the “Profile section”. Please enter your C# i.e. (C12345678) and Click on Proceed. **OR**

If you have pre-registered, proceed to enter your username and password and skip to **step 3**.

← → C <https://traveltracker.red24.com/#/company/UM%20INTERNATIONAL%20TRAVEL/> Home About us FAQ

U UNIVERSITY OF MIAMI

Welcome

University of Miami is pleased to offer a range of security services provided by red24. After logging in, you will be able to enter your university-sponsored travel information by clicking on the Travel bookings>Add booking menu item, which will be a helpful tool in the event of an emergency. You will also receive links to country intelligence pages for your destination country, and be subscribed to travel alerts notifying you of any incidents while you are travelling. If you need any help after logging in, please view the traveler user guide which is linked in the footer once you have logged in.

For help logging in contact red24 on:
+44 (0)203 291 2424
+1 866 316 0317
traveltracker@red24.com

Create profile

If this is your first time logging in, please enter your UM C# Number and click 'proceed' to get your own username and secure password.

C123456789

Proceed

Login

bontes@miami.edu

Password

Use password for:
bontes@miami.edu

Login [Forgot your password?](#)

Terms of Membership
Privacy Policy
Terms of Use
Subscriptions Policy

Cookie Policy
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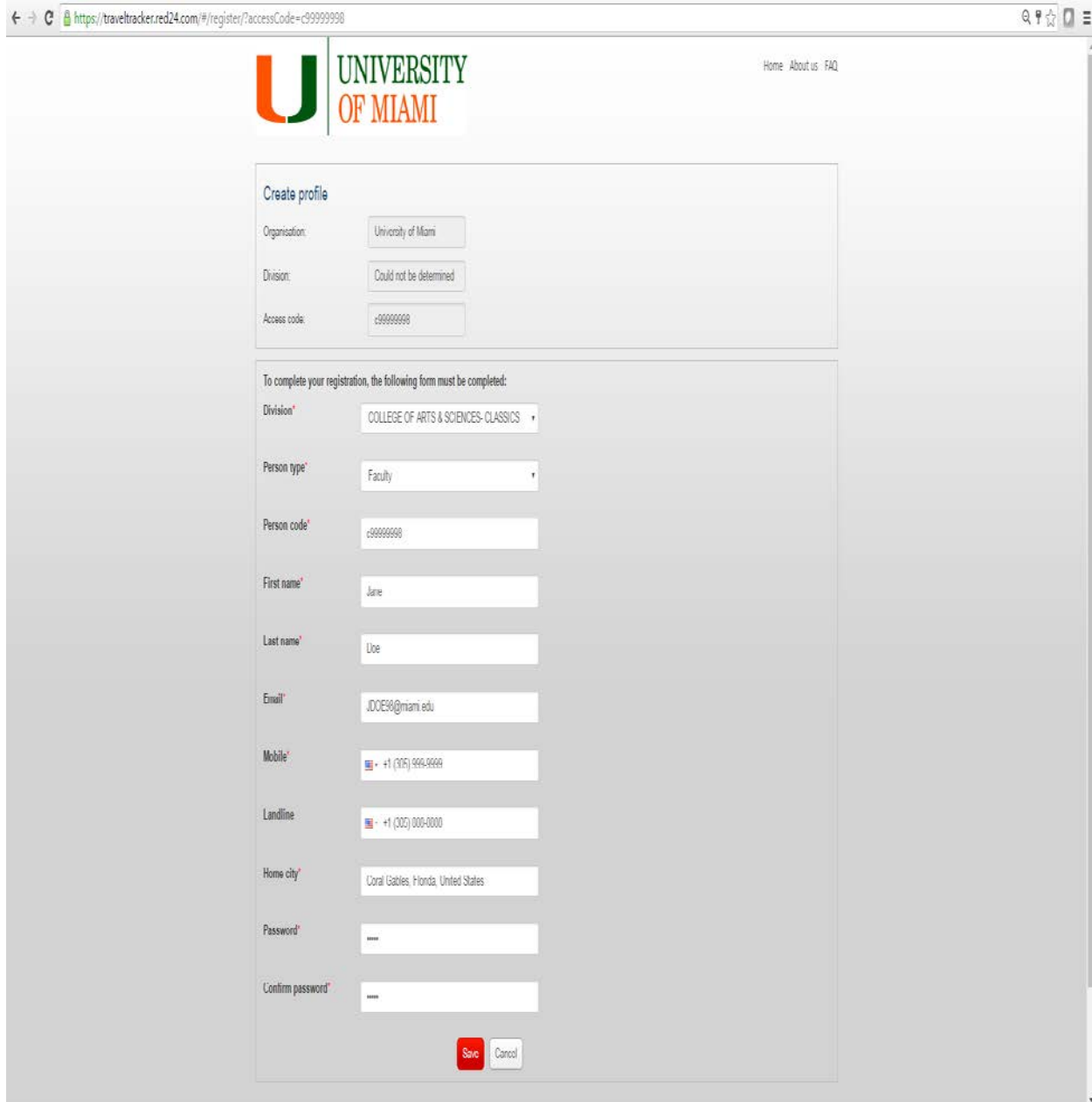
ISO 9001
ISO 14001
ISO 27001

Password Reset:

If you have forgotten your travel tracker password, please use the “forgot your password?” functionality that is included in the login block on the travel tracker portal. If you continue to experience issues, please contact Red24 at (866)316-0317 or at traveltracker@red24.com

Step 2 (only applicable to new users, if you are an existing user skip to step 3)

Enter the requested details in the format below and select save. Your UM email address and password can be used when returning as a registered user.



The screenshot shows a web browser window with the URL <https://traveltracker.red24.com/#/register/?accessCode=c99999999>. The page features the University of Miami logo and navigation links (Home, About us, FAQ). The main content area is titled "Create profile" and contains two sections. The first section has pre-filled fields: Organisation (University of Miami), Division (Could not be determined), and Access code (c99999999). The second section, titled "To complete your registration, the following form must be completed:", contains the following fields: Division (dropdown menu showing "COLLEGE OF ARTS & SCIENCES-CLASSICS"), Person type (dropdown menu showing "Faculty"), Person code (text field with "c99999999"), First name (text field with "Jane"), Last name (text field with "Uoe"), Email (text field with "JOOE8@miami.edu"), Mobile (text field with "+1 (305) 999-9999"), Landline (text field with "+1 (305) 000-0000"), Home city (text field with "Coral Gables, Florida, United States"), Password (text field with masked characters), and Confirm password (text field with masked characters). At the bottom of the form are "Save" and "Cancel" buttons.

University of Miami

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Create profile

Organisation: University of Miami

Division: Could not be determined

Access code: c99999999

To complete your registration, the following form must be completed:

Division* COLLEGE OF ARTS & SCIENCES-CLASSICS

Person type* Faculty

Person code* c99999999

First name* Jane

Last name* Uoe

Email* JOOE8@miami.edu

Mobile* +1 (305) 999-9999

Landline* +1 (305) 000-0000

Home city* Coral Gables, Florida, United States

Password*


Confirm password*

Save Cancel

Step 3

Select your Action Tab or service:

1. Dashboard- View Risk Zones defined by color. View risk alerts by country/city. *See "Risk" legend.
2. University- View the division/department of UM that you are associated with.
3. My Details- View your details as entered in registration screen.
4. Travel bookings- Input and update your own specific travel plans.
5. Risk Matrix- The collection of risk ratings (made up of risk categories and risk levels) for a particular country.
6. Settings- Define and update your Time Zone. Define and update Region/Country of Risk Map on main screen.



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Dashboard University My details Travel bookings Risk matrix Settings

NEW YORK
10:49
7 Sep 2016

LOS ANGELES
07:49
7 Sep 2016


LONDON
15:49
7 Sep 2016

KOLKATA
20:19
7 Sep 2016

SYDNEY
00:49
8 Sep 2016

red24 Daily News BRAZIL - Indefinite union-led strike set to disrupt banking services • CHILE - Santiago's Vespucio Norte station evacuated due to explosion • UNITED STATES

Map Satellite



Risk:
Extreme
High
Medium
Low

Map data ©2016 Google, INEGI Terms of Use Report a map error

Search criteria
University of Miami

Period
Day Week Month Quarter Custom
7 Sep 2016 to 7 Sep 2016

Traveller options
Bookings
Travellers (not moving)
Persons at home base


Other criteria
Booking reference number Add

Search on
Selected criteria Current location Default settings

Criteria	Value	Action
Region	North America	
Country	United States	

Step 4 To add or modify a Trip:

1. Select "Travel booking→Add booking"
2. Trip Details→"Booking reference number" (This is a unique code for the booking, which is shared by all of the segments of the booking. E.g. Airline Reference Code or Class ID)
3. Select "Transaction Type" Use Ticketed.
4. Select "Trip Reason"
5. Add Segment Type Details for both "Transport" AND "Accommodations"
6. SAVE EACH SEGMENT TYPE AND CONTINUE ADDING ANY ADDITIONAL SEGMENTS (REQUIRED INFORMATION)
7. SAVE BOOKING and print copy for your records.



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FAQ

Dashboard | University | My details | **Travel bookings** | Risk matrix | Settings

Search criteria
University of Miami

Select travellers

Action	Name	Email	Home city	Mobile number	Roles
			Miami, Florida, United States	+1	


Trip details

Save segment and add new | Save booking | Cancel

Booking reference number*
Transaction type*
Trip reason*
Segment type*

Travel companions
Add travel companions

Comments
Comments



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Dashboard | University | Person | **Travel bookings** | Risk matrix | Communication | Reports | Settings

Search criteria
University
University of Miami

Select travellers

Add people

Select person

Action	Name	Email	Home city	Mobile number	Roles
			Miami, United States	+1	

Trip details

Save segment and add new | Save booking | Cancel

Booking reference number*
Transaction type*
Trip reason*
Segment type*

Flight type*
Airline code*
Flight number*

Departure place*
Arrival place*

Departure date*
Departure time*
Arrival date*
Arrival time*

Travel companions
John Doe- THIS COULD BE A NON UM or UM Affiliated person.
*****HOWEVER if UM affiliated, they need to create their own Itinerary. */*****

Comments
****USE THIS SECTION FOR TRAVEL PURPOSE AND ANY OTHER TRIP
DETAIL THAT MAY BE USEFUL IN THE EVENT OF AN EMERGENCY. *****

Step 6

Traveler alerts/Triggers will be activated and sent to your email account for the regions and times of travel you specified. These emails are sent real time. For example, if you entered an upcoming trip to Argentina, you would have received the following warning via email. Travel alerts contain a link asking you to confirm that you have received the email. Please ensure that you click this link so that your security manager can see that you have received the information.

 **UNIVERSITY
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Country or territory: Argentina

Affected area(s): Countrywide

Incident: Planned protests

Incident description: Various trade unions in Argentina, including the Argentine Workers' Central Union (CTA) and the General Confederation of Labour (CGT), have called for anti-government protest across the country from 31 August to 2 September. The protests are expected to take place in major cities, including Mendoza, Neuquen, San Salvador de Jujuy, Posadas, Formosa, Comodoro Rivadavia, Resistencia, Rosario and Corrientes. The protests will culminate at the capital, Buenos Aires, on 2 September, where a mass rally is anticipated at Plaza de Mayo at 17:00 local time.

Analysis: These protests are the latest to be held in Argentina over issues relating to President Mauricio Macri's economic policies. The protests, particularly those in the capital, are expected to be well attended and will likely result in disruptions in the vicinity of all protest sites. The events are expected to conclude without major incident; however, the possibility of low-level confrontations cannot be discounted.

Advice: Clients in Argentina from 31 August to 2 September should monitor local media for updates on the details of the protests and should avoid all large street gatherings as a standard precaution. Allowances should be made for potential localised disruptions.

Please click [here](#) to acknowledge receipt of this email.

For further information and advice or to talk to one of our account managers about red24's other services, please contact red24 on +44 (0)203 291 2424 or email traveltracker@red24.com.

Alert sent: 31 August 2016 08:51 GMT

Individuals possibly affected by this incident:

These individuals are either travelling to this country in the next three days, are currently in the country (either visiting, or they might live there), or have departed the country recently.

If a traveller has several bookings within the country, they may appear several times on this list - once per booking.

Name	Details	City
Amon, Felicitas	United Airlines UA819	Buenos Aires, Argentina
Boilini, Hayden	American Airlines AA997	Buenos Aires, Argentina
Ellis, Matthew	TAR Aerolineas 1303	Buenos Aires, Argentina
Knaudt, Kamila	American Airlines AA997	Buenos Aires, Argentina


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OTHER FEATURES/TABS

A. University- View the division/department and contacts of UM, that you are associated with.



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Dashboard University My details Travel bookings Risk matrix Settings

Search criteria
University of Miami

Divisions Groups Contacts Address

Last name	First name	Email	Landline	Mobile	Contact type
Agramonte-Garcia	Jennifer	jagramonte@miami.edu	+1 (305) 284-3163	+1 (305) 284-3163	Organisation Primary Contact
PORTES	LEOPOLDO	lportes@miami.edu		13059705425	Organisation Primary Contact



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Divisions Groups Contacts Address

Division code	Division name	
45525-5	TREASURER- TRAVEL	Employees



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Search criteria
University of Miami

Divisions Groups Contacts Address

Address	Address2	Address3	Address4	Postal code	City	Country	Primary	Divisions
1320 South Dixie Highway	Suite 1200			33146	Coral Gables	United States	✓	

B. My Details- View your details as entered in registration screen



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My university

University of Miami

Traveller details

Save

Person number/code*

Person type*

Employee

First name*

Middle name(s)

Middle name

Last name*

Division

TREASURER- TRAVEL

Groups

No data to display

Email (Primary)*

Email (Secondary)

Email

Mobile (Primary)*

+1

Mobile (Secondary)

+1

Mobile

Landline

+1

Home city*

Miami, Florida, United States

Home transport hub

Home transport hub

Date of birth

Gender

☐ Female ☐ Male


Preferred spoken language

Nationality

Nationality

No data to display

C. View risk categories and Levels, alerts by country/city.



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Risk matrix

Risk category All and risk level All

SearchDownload

Country	Overall	Crime	Terrorism	Conflict	Political	Kidnap	Infrastructure
Afghanistan	Extreme	High	Extreme	Extreme	High	Extreme	High
Albania	Medium	Medium	Low	Low	Medium	Low	High
Algeria	High	Medium	High	Medium	Medium	High	Medium
American Samoa	Low	Low	Low	Low	Low	Low	Medium
Andorra	Low	Low	Low	Low	Low	Low	Low
Angola	Medium	Medium	Low	Low	Medium	Medium	High
Anguilla	Low	Low	Low	Low	Low	Low	Medium
Antarctica	Low	Low	Low	Low	Low	Low	High
Antigua and Barbuda	Low	Medium	Low	Low	Low	Low	Medium
Argentina	High	High	Low	Low	Medium	High	Medium
Armenia	Medium	Low	Low	Medium	Medium	Low	Medium
Aruba	Low	Low	Low	Low	Low	Low	Medium
Australia	Low	Low	Medium	Low	Low	Low	Low
Austria	Low	Low	Low	Low	Low	Low	Low
Azerbaijan	Medium	Medium	Medium	Medium	Medium	Low	Medium
Bahamas	Low	Medium	Low	Low	Low	Low	Medium