

Chapter 1 : Traveler's Checklist

Learn how to navigate security screening with these helpful travel tips. Make your next trip easy breezy with these useful travel tips.

Unfortunately, this is no time to let your guard down. The following are the top hotel safety tips culled from the experts. Keep your luggage nearby too, because if the lobby is busy, enterprising thieves can take advantage of the distraction. If your room number is compromised i. You never know who is listening and your room number is a matter of personal security. Ask for two business cards with the hotel name and address. Place one by the phone in your room. Place the other in your pocket or purse. If you have to take a cab or get lost, you can show the driver your location and avoid being taken to the wrong hotel. In your room 6. If a valet has accompanied you to your room, block the door open while you check the room. Look in the closet, in the shower, and behind the curtains before you shut the door or release the valet. Make sure that the door has a deadbolt and keep it locked whenever you are in the room. Crooks are not always caught and may not have a record, so they can get hired by hotels where they have excellent access to spare room keys. Some criminals have been known to wait until they hear you in the shower before robbing your room or attacking you. Place your flashlight or headlamp by the bed. See our tips for packing an emergency travel kit. When you leave Modern hotels with a safe that lets you select your own combination are safer than those with keys. Most hotels do not accept liability for items left in the guestroom safes but they will for those locked in the hotel safe. If you lose your key or room entry card, report it to the hotel immediately and ask to be moved to another room. Oh, and one more thing: Slide it into one of those small clean trash bags or wrap it in a wash cloth before pressing the buttons. How to save money and find the best travel insurance Use a comparison tool to get quotes for all plans, easily compare, and buy online 1. Click the big orange button below: This will take you to the comparison tool 2. Enter your trip details: Dates, travelers, cost, etc Use the tools to narrow your choice: After selecting a plan, use a credit card to securely enroll online 5. Instant confirmation of coverage and 10 Money Back guarantee.

Chapter 2 : Travel Advisories

Technology: Latest technological solutions for travel security training, as well as tracking and communication with the mobile workforce. Global footprint: Efficient and swift support for our clients on the ground through our partner network of almost 2, accredited travel security providers.

Welcome to GlobalSecur Global Employee and Executive Travel Security In an increasingly uncertain world, ensuring the travel safety and security of yourself, your employees, and your organization is always a priority. In the event of an incident, GlobalSecur also provides direct communication to US-based, medical and security Emergency Response Centers. Our security consultants can also provide individualized guidance, keeping travelers abreast of trouble spots and common safety and security issues. Furthermore, our firm has worked diligently to create a network of trusted partners, such as secure hotels and car services, that our clients leverage to ensure simpler, safer, and more reliable business travel. We are the leader in both international executive travel security and in overseas employee monitoring and security in general. Reach out to us for a consultation on your travel security needs. She arrived safely home today. While she was in Paris there was a minor incident. I want to thank you again for working with us as we were so nervous about letting her go alone. You were very kind and patient with us back in May. We have recommended your company to all our friends! Thank you once again!! A useful tool to improve travel safety. IMG manages this program for us and notifies our travelers of security concerns or issues at their destination. Based on monitored travel and threat data, we keep your travelers aware of actual or emerging situations, make recommendations and provide the necessary advice and support, up to and including coordination of worldwide emergency assistance, security, medical and natural disaster evacuation. Our patented FoneTrac travel security app is available for Android, iPhone, BlackBerry and Windows as well as tablets, notepads and laptops is an essential and affordable resource developed by GlobalSecur to enhance safety and security for your travelers worldwide. FoneTrac does not monitor traveler locations continuously except during an emergency. Visit our sites at <http://> Take a look at an overview of how we can help you! There are no hidden charges or add-on, travel-related fees.

Chapter 3 : International Travel Safety and Security Tips

GlobalSecur is a comprehensive, yet affordable, global travel security service for corporations including their employees, executives, and VIPs that seamlessly integrates risk assessment, security guidance, global intelligence, security monitoring, medical assistance and emergency response.

Introduction This manual provides information about approved business travel from the RIT campus. The University will reimburse faculty, staff and students, or pay certain outside vendors, for necessary and reasonable transportation and travel related expenses incurred in connection with RIT business travel that has been approved by an authorized individual see below for more information under the following circumstances: For example, it is allowable for a traveler to exceed the meal limit on a particular day when dining with colleagues attending the same conference, when there is a demonstrated cost savings in another expense category. When a situation such as the one described above occurs, prepare a brief explanation, obtain the approval of an authorized department approver, and submit the justification with your Travel Expense Report. Please contact a member of the travel team refer to page 2 if you would like to discuss a specific situation where an exception to the policy may be appropriate. Generally, this individual is the dean, director, department head, or a department administrator. In addition, employees are expected to:

Accountable Plan Information According to the IRS, in order for reimbursements or amounts paid directly by the University on behalf of the employee, an accountable plan requires employees to meet all of the requirements listed below. Have paid or incurred expenses while performing services as an RIT employee; Adequately account for these expenses within a reasonable period of time; and, Return any excess reimbursement or allowance within a reasonable period of time. Based on IRS guidance, RIT has determined that reasonable with regards to accounting for travel related expenses to be 60 days from the last day of the trip. If the reimbursement request is completed and submitted online after 60 days from the last day of the trip, the reimbursement will be made to the employee on a taxable basis. Travel Expense Reports submitted after days from the last day of the trip, will not be processed. It is important that expenses be accounted for in the fiscal year July 1 – June 30 in which they were incurred. Accounts Payable will seek the approval of the Division Vice President before processing reimbursements that cross fiscal years.

Where to Submit Travel Expense Reports Submit travel expenses that include an overnight stay, airline travel, or a travel advance electronically via Oracle for approval electronically and then forwarded to Accounts Payable for review and reimbursement. Department Directory The following RIT departments are responsible for various aspects of the travel process: Accounting is located on the sixth floor of George Eastman Hall. In addition, Accounts Payable processes employee travel advance requests, checks for non-employee advance payments that may be required such as hotel deposits, registration fees and non-travel related employee reimbursements. Contact Accounts Payable if you have questions about how to complete your TER or the status of your travel advance or reimbursement. Accounts Payable is located on the first floor of the George Eastman Hall 01 room ; Do not send reimbursement of excess funds through interoffice mail. If your travel is funded by grant or contract monies, and you have travel related questions, please contact SPA. If an accident occurs when using a rented vehicle, notify the Global Risk Management Services Office upon returning to campus. The Procurement Services Department is located in Building 99, ; click here for the Procurement website. More detailed information is available in section D. First class air travel is not an allowable expense see Section D, 1 ; however, officers of the University are permitted to travel business class for international flights only. Additional travel insurance, travel accident insurance or trip cancellation premiums see Section G. Alcoholic beverages consumed as part of meal or otherwise while traveling on University business. Insurance both Collision Damage Waiver and Liability from a car rental agency except when renting a vehicle outside of the United States see Section G for more information about Insurance and Sections F for information about foreign travel. Additional expenses associated with the cost of first class airfare. Childcare and babysitting expenses. Corporate Travel Card delinquency assessments see Section H, 6. Costs for commuting between your home and the RIT campus. Costs for personal medications. Costs incurred by your failure to cancel transportation or hotel reservations.

Costs incurred by your spouse or other dependents traveling with you. Entertainment expenses, including movies in your hotel room. Gasoline expenses when the automobile mileage reimbursement rate is claimed. Hair styling and haircut expenses. Laundry or dry cleaning expenses for trips less than one week. Magazines or newspaper expenses. Other expenses not directly related to the business purpose of the travel assignment. Costs incurred for parking or speeding tickets. Automobile rentals see Section D, Expenses associated with baggage handling, storage, and tips. Fees to confirm your seat on a flight. Hospitality, if directly related to the educational or research purpose of the trip see Section D, 9. Lodging expenses see Section D, Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family. Other arrangements may be made for student travel. RIT will pay the travel agency directly. Refer to Section C. When you make a reservation through one of the designated travel agencies, use the direct bill option. Book flights on the normally traveled route to your destination. While some restrictions or penalties may apply, advance reservations secure the lowest fares. Air carrier selection and method of payment cannot be selected based upon your frequent flyer affiliation. Purchases made through another agency are not permitted. RIT will reimburse you for costs associated with automobile travel for business use based upon the current RIT business mileage reimbursement rate. Complete the mileage tab of the online TER for reimbursement of mileage expenses. If your travel does not include airline fare or an overnight stay, request reimbursement via the Oracle process: Refer to Section 12 below for more information. The rate per mile changes periodically; RIT faculty and staff are notified via the message center when a change is made. The mileage rate is intended to reimburse you for gasoline, oil, normal maintenance, insurance, etc. It is not intended to reimburse full costs; it is to cover the incremental costs incurred when using your private vehicle for University related travel. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions, are not reimbursable, nor are fines for parking or traffic violations. See Section D 17 for information about rental vehicles. Use of the CTA simplifies charging transportation expenses and provides the lowest available fare at the time air or rail travel arrangements are made. See item 6 below for specific information regarding the designated travel agency. All charges, cancelations, and refunds associated with RIT approved travel are the responsibility of the department or college. The approver is responsible for ensuring that the transaction is a legitimate business expenditure, that it complies with all RIT policies, and is supported by adequate documentation.

Chapter 4 : IT Security Tips for International Travel

Travel and Security Your safety and wellbeing are our priority while you're abroad. International travel is an integral part of the academic, research, and healthcare mission of the University of Rochester, and the University broadly encourages and supports international travel by its faculty, staff, and students in support of that mission.

Do Not Travel July 9, Level 1: Exercise Normal Precautions June 18, Level 2: Exercise Increased Caution January 10, Level 1: Exercise Normal Precautions August 28, Level 1: Exercise Normal Precautions January 10, Level 1: Exercise Normal Precautions April 10, Level 2: Exercise Normal Precautions January 10, Level 2: Exercise Increased Caution October 23, Level 1: Exercise Increased Caution February 16, Level 1: Exercise Normal Precautions October 18, Level 1: Exercise Increased Caution July 25, Level 1: Exercise Normal Precautions October 17, Level 1: Exercise Normal Precautions June 18, Level 1: Exercise Increased Caution June 21, Level 1: Exercise Normal Precautions August 17, Level 1: Exercise Normal Precautions September 27, Level 2: Exercise Increased Caution January 10, Level 2: Exercise Increased Caution June 19, Level 1: Exercise Normal Precautions July 10, Level 1: Exercise Normal Precautions July 13, Level 1: Exercise Normal Precautions November 6, Level 1: Exercise Normal Precautions July 30, Level 1: Exercise Normal Precautions June 27, Level 1: Exercise Increased Caution September 28, Level 1: Exercise Normal Precautions September 13, Level 1: Exercise Normal Precautions August 3, Level 1: Exercise Normal Precautions April 25, Level 1: Exercise Normal Precautions May 23, Level 1: Exercise Normal Precautions May 2, Level 1: Exercise Normal Precautions March 16, Level 1: Exercise Increased Caution February 22, Level 4: Do Not Travel June 28, Level 2: Exercise Increased Caution July 27, Level 2: Exercise Increased Caution May 17,

Chapter 5 : Top 5 Travel Security Tips | HowStuffWorks

Implementing a travel security program within an enterprise involves learning how to communicate certain risks to employees on the move.

Even with the uproar about the National Security Agency NSA and security violations in recent years, Americans still enjoy a higher degree of privacy than many countries. However, the situation changes once you come to a border crossing— even in the United States. Your belongings, including your laptop, tablet, smartphone and files, can be searched. Overseas, the rules can be even more strict. Depending on where you travel to, your belongings may be vulnerable not only to searches but also to confiscation and duplication. The nine tips below will help you do just that. A final note on the subject of data: These devices contain minimal business data, helping to mitigate risk from the beginning of your trip to the end. Upgrade firmware and software. Unpatched devices and platforms are more vulnerable to attacks than patched ones. Make sure to time the updates to complete before you land in your destination country, as you may need the added security in the airport and at customs. Keep your devices with you. You should keep your laptop, smartphone and other gadgets with you at all times. While most people know to avoid leaving devices unattended in an airport or another public venue, few people realize that their hotel room may be equally as vulnerable. Carrying your gadgets with you will help ensure that the data they hold is kept safe from prying eyes. Avoid using shared computers. If you absolutely must use a shared computer, stick to HTTPS web addresses, implement two-factor authentication 2FA when possible, and stay away from sites that require you to log in or share personally identifying information. Another problem area is public Wi-Fi. According to a recent survey , 50 percent of respondents access the internet through a public connection on a weekly basis. With a few basic hacking skills, just about anyone can monitor your activity on a public network. If you do need to use an unsecured hotspot, access the internet through a Virtual Private Network VPN , which will allow you to mask your IP and encrypt data sent over the connection. Encrypt and password-protect everything. When you encode your data, however, be aware that some nations consider encryption to be illegal. As such, try to stay abreast of the restrictions in your destination country and be prepared to decrypt your devices upon request at customs. Change your passwords before you leave on the trip, and make sure that you follow best password practices on every account. Use low-tech solutions to combat high-tech problems. Equally simple is a privacy screen, a thin screen cover that limits how much of your computer display can be seen from the side. If you want more high-tech solutions, those are available, too. For example, you can invest in RFID-blocking wallets to keep financial data and personal information secure. Be aware of your surroundings. Finally, the best thing to do is remain vigilant. If you follow the nine tips outlined above, you can help keep your business data secure and safe anywhere you go, be it across town or around the world. Sarah Brown is a tech specialist with a love of travel and the Internet of Things. She writes about upcoming technologies and internet safety. Sarah believes that the through entertainment, technology and the written word, we can all stay connected to each other and create a safe environment out in the ether.

Chapter 6 : 12 Hotel Safety Tips Travelers Should Not Ignore | Travel Insurance Review

Shop a wide range of travel security accessories products and accessories at Luggage Pros. Find everything from ID & boarding pass holders to luggage strap locks.

I left my cell phone in the room and went to the pool. When I got home and called the phone company I was told that someone had racked up hundreds of dollars in international phone calls on my account. When I retrieved my bag after the flight I noticed that both my iPad and medications were gone. Immediately I got a popup that stated my operating system was out of date and I could click on the popup to install the required updates. I installed the updates and continued with my trip. When I returned home I handed in my laptop to the office IT people; I got a call later and they told me the laptop was full of spyware. When I got up I noticed that someone had reached into the purse and had stolen my cell phone and wallet. The following will provide you insight into the threats you may face and how to protect yourself to reduce the risk from traveling internationally. Do not leave your devices unattended a. Never store valuables or electronics in checked luggage b. A thief could break into your hotel room and steal the SIM card from your unattended phone to make unauthorized calls on your account. Sanitize your laptop, cellphone, and portable device prior to travel a. Clear your browser history and cache including saved usernames and passwords b. Delete any Saved or Favorite sites that could expose personal information or browsing habits. Remove any personal data, pictures, information, and work that could be used against you or you would not want exposed to the internet d. Remove any phone contact lists that could be stolen and made targets of fraud and phishing scams 4. Store all of your business data and files in the cloud or business server b. If your laptop gets stolen or confiscated, no sensitive data will be compromised 5. Back up all your electronic devices including cell phones before you travel a. Many countries do not have the same privacy protections for electronic communications as the United States. Be mindful that any cell phone conversation, email, and internet browsing may be intercepted by local private, corporate, or governmental entities. Avoid Wi-Fi if possible b. Consider all your web browsing activities on Wi-Fi are viewed by a third party c. Use a VPN connection before you log into any websites or access sensitive data 9. Under current regulations, the US Customs can search and download all your electronic information and confiscate your devices upon entry to the United States. You do not have to surrender it but they may confiscate your device. Report any stolen devices to the American Embassy or Consulate. Always contact your own lawyer about any laws and regulations regarding travel across United States borders. Suggestions for Traveling Internationally 1. Once you arrive at your destination purchase a pre-paid SIM card that can be discarded when you leave. Inexpensive regional pre-paid SIM cards can often be purchased in the airport of your destination. If your laptop gets stolen, compromised, or confiscated no sensitive data will be lost. Use a VPN to access any personal or business websites and servers. The VPN will create an encrypted channel to the remote resource that will prevent local parties from eavesdropping on your network traffic. Leave a copy of your passport, itinerary, and important phone numbers with a family member, friend, or coworkers so that they can quickly access the information and get it to you in the event that your passport or other valuables are stolen 5. Change all of your password " including voicemail pin numbers " when you return. Become familiar with local laws and customs as to not offend your host community. Bring an electronic charger adapter. You can damage your electronics by using a power adapter that is not suited to the electrical system that you are accessing.

Chapter 7 : Personal and Executive Travel Security Services | Pinkerton

Tourists should follow these travel security best practices to protect their devices and data from cybercriminals, especially in foreign countries.

Chapter 8 : Travel and Security | Global Engagement

With our Travel Security Advice service, your customers can access dedicated security experts 24/7 for up-to-date security and safety situation information, wherever and whenever they travel. Our global team of specialists brings a plethora of experience from the military, intelligence agencies, diplomatic service, law enforcement, civil.

Chapter 9 : Aspire | Travel Medical and Security Assistance

Vacationing abroad should be all about having fun and experiencing a new culture, but there are also safety issues to consider. Tourists can get into a lot of trouble in an unfamiliar place, from catching a disease, to having a run-in with some unfriendly locals, to getting hit by a car when they're.