Duke University and International Travel
The numbers…

- 2,689 trips taken by Duke employees in 2013
- Total number of countries visited: 111
Duke Travelers impacted by crisis abroad

- **Turkey – June 2013**
  - Protests & clashes w/ armed military/police
  - In registry: 17 UGs
  - In reality: 19 UGs, 4 Fac/Staff

- **Guatemala – Nov 2012**
  - Earthquake
  - In registry: 0
  - In reality: 19 UGs, 4 Fac/Staff

- **Egypt – July 2013**
  - President ousted, protests and armed conflict
  - In registry: 7 UGs, 1 Grad
  - In reality: 14 UGs, 2 Grad, 2 Fac

- **Kenya – April 2012**
  - Earthquake
  - In registry: 0
  - In reality: 16 UGs and 2 Faculty
CIGNA Medical Benefits Abroad (MBA)

- Health insurance for ‘benefit eligible employees’ and their spouse/same sex partner & dependents;
- For those traveling on behalf of Duke (+7-days of personal if pre- and/or post- Duke business travel);
- “In the door” and covers cost;
- Partnered with ISOS for seamless coverage;

International SOS (ISOS)

- Traveler assistance;
- For use in emergencies – lost/stolen passport, illness, injury, evacuation;
- Covers STUDENTS, Faculty and Staff
Highlights of Duke’s International Travel Registry

• Created & launched in January 2008;

• Tied to the University’s Travel Policy which includes the Duke Restricted Regions List;

• Collects travel information such as flights, lodging, emergency contact details, etc;

• Used in managing crisis abroad;
WALK THROUGH of the NEW SYSTEM

www.travel.duke.edu
DASHBOARD VIEW

Access saved/unsubmitted trips

Manage who you are a proxy for and your own proxies

Print your Duke-ISOS card; coming soon CIGNA MBA card
Traveler’s must enter their transportation and lodging details.

Note: At least one mode of transportation and one lodging are required to submit a trip.
Database that holds all flights ever entered by a traveler. When a new trip was being added, a traveler could locate the flight (best key is flight number), select it from the drop down list and use it for their own travel registry – eliminating keystrokes.
If there is a Duke Restriction on all or parts of the destination country – this includes Federal Export Controls – the traveler will receive the pop-up message.

Built in reminder re: passport expiration
Once you’ve entered all of your information, confirm that your emergency contact is up-to-date and ‘Submit’ trip.
TELL YOUR BOSS YOU’RE HEADED TO MEXICO!
Helpful Tips for the Traveler

1. Know before you go – check on Export Controls and visit [www.global.duke.edu/admin](http://www.global.duke.edu/admin) for info as well as policies and procedures for living/working abroad;

2. Plan to connect – check with cellular phone provider re: out-of-country coverage/costs, read IT tips and look for Eduroam partners ([free wifi](#) with Duke’s partners in 54 countries and >6,700 locations);

3. Budgeting for travel – notify procurement card (BoA), personal credit/banking institutions and check;

4. Pack and poke - Learn about the culture, customs, laws and social norms of your destination and contact EOHW Travel Clinic re: required/recommended vaccinations;

5. REGISTER YOUR TRAVEL PLANS and leave a copy of your passport photo page and itin with a colleague/family member.
Who to go to for help…

Travel/Cigna questions?
Christy Parrish Michels christy.parrish@duke.edu

Sanctions/Export Controls questions?
Mark Stomski & John Jenkins export@duke.edu

ISOS/insurance questions?
Chris Boroski corprisk@duke.edu

Legal, MOU/Partner questions?
Bill Nicholson bill.nicholson@duke.edu