



Date: Wednesday, September 23, 2015

Time: 11:00 am – 3:00 pm

Location: HMSU DeDe II

# Travel Fair 2015

The Travel Department strives to provide excellent service to all of our customers.

If you have any comments or suggestions as to how we can better serve you, feel free to contact us.

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INDIANA STATE UNIVERSITY, OFFICE OF THE CONTROLLER

# TECHNOLOGY APPLICATIONS FOR TRAVEL

## [SayHi Translate](#) (iPhone, \$4.99)

There are plenty of translation apps out there, but SayHi Translate is innovative in that it repeats back what you said in the language of your choice.

That essentially means that the user can speak to somebody who speaks a different language in a foreign country through the phone with nothing being lost in translation.

It's a somewhat odd way of communicating, for sure, but it could be a lifesaver if you don't know the destination's native language.

For \$4.99, you get the standard version, which comes with 43 different languages. Spend a few bucks more and get the Premium version, which unlocks more languages and dialects.

## [Tile](#) (iPhone, Android, free for app)

Tile is one of the best locators out there for lost items.

Simply buy some electronic Tiles on exclusive retailer Amazon and stick them on important items. Next time you lose something important, you'll be able to track them via the Tile app.

Tile uses Bluetooth technology to track your phone and your phone's geo-location data to record the last known locations of your Tiles. Each Tile will even play a sound upon request, allowing you to find your Tiles by sound, too.

You can also let individual Tile users and the Tile community know when you've lost an item. If a Tile user comes across your item/Tile, you will automatically be alerted of your item's location through your phone.

Just don't lose your phone. **(iPhone, \$4.99)**

## [Toilet Finder](#) (iPhone, Android, free)

Toilet Finder is just what it sounds like: an app that helps you find nearby public toilets.

Toilet Finder will also give directions for those who tend to lose their sense of direction when they really have to go.

App users can add toilet facilities, warn when one has closed and even rate facilities. If that's not instilling a collaborative, happy environment, I don't know what is.

One iOS user noted in the Apple Store, "Had to pee, found a toilet. No complaints." Can't argue with that.

The latest iOS update is Apple-Watch compatible.

# Travel Safety Tips Fact Sheet

Business travel can be stressful. Why make it more so by setting yourself up as a target for crooks? Here's what you can do at the airport, on the road, and at your hotel or motel to improve the chances you'll return home safely.

## At the Airport

- Stay especially alert and watch your bags and laptop computer carefully at all times.
- Don't let anyone but uniformed airline personnel handle your bags.
- Watch out for staged mishaps, like someone bumping into you or spilling a drink. Often it's a ploy to divert your attention.
- Carry your purse close to your body, or your wallet in an inside front pocket. Better yet, wear a money pouch under your clothes.
- Keep a separate record of the contents of checked luggage. And keep anything of value in a carry-on that stays with you.
- Avoid displaying expensive cameras, jewelry, and luggage that might draw attention. Your aim should be to blend in with the crowd.

## On the Road

- Become familiar with your travel route before you start. Get a map and study it.
- Make sure your rental car is in good operating condition. Learn how to operate all windows, door locks, and other equipment before you leave the lot.
- Keep your maps and rental agreement concealed, not lying on the seat or the dashboard.
- Keep car doors locked while you are driving. Store luggage in the trunk.
- Park in well-lighted areas only, close to building entrances and walkways.
- Have car keys ready when approaching your car. Check the back seat and floors before you get in.
- If you are bumped by another car, think before you get out. If you are in doubt or uncomfortable, signal the other driver to follow you to a nearby police station or a busy, well-lighted area where it's safe to get out.

## At the Hotel

- Insist that hotel personnel write down your assigned room number so others can't see or hear it.
  - Never leave luggage unattended.
  - Keep all hotel doors and windows locked, and use all door locks.
  - Learn the location of fire exits, elevators, and public phones in case of emergency.
  - Make sure your room has an indoor viewer and a dead bolt lock.
  - Keep valuables-jewelry, cash, etc. in the hotel safe. Better still; leave jewelry in a safe at home.
  - Ask hotel staff about the safety of the neighborhood and what areas to avoid.
  - Before taking a cab, ask the staff about directions and estimated costs.
  - Always verify who's at your door. Don't open the door to someone you don't know. If an unexpected visitor claims to be a hotel employee, call the front desk to make sure.
  - Don't display room keys in public or leave them on the restaurant tables, at the swimming pool, or in other places where they can easily be stolen.
  - If you lose the plastic key card to your room, insist on a new-keyed card.

Crime can be random, but there's a lot you can do to limit your chances of becoming a victim. Often simply being aware of the threat of crime and alert to what you can do to prevent it will go a long way to making your business trip both safe and successful.

## Important Numbers when Traveling Overseas:

- The U.S. Department of Transportation has a Travel Advisory and Airport Safety Hotline (800-221-0673) that advises international travelers of potentially dangerous airports and countries.
- The U.S. Department of State operates a Citizens' Emergency Center (202-647-0900) that offers assistance in emergency situations to travelers abroad, as well as travel advisories and alerts for various countries.

Remember to practice safety. Don't learn it by accident.

This fact sheet was published with information from the National Crime Prevention Council and the Texas Workers' Compensation Commission and is considered factual at the time of development.

## Frequently Asked Questions

### **Do I need a Travel Authorization if I am not getting reimbursed any expenses?**

Yes - anytime someone leaves campus for anything related to ISU, a travel authorization is required. This applies whether you are traveling several hundred miles or just across the street from the campus. A travel authorization is required for insurance purposes. These rules apply to not only faculty and staff but also students, candidates, guest speakers and consultants.

### **Does winter break or any other campus closings effect the 60 day rule for reimbursements?**

No - the rule for reimbursements being processed within 60 days in order to avoid becoming One Time Only pay and taxable through payroll is an IRS rule. The 60 days are actual calendar days not work days. The time starts from the last day of travel until the day the travel reimbursement is date stamped in the Office of the Controller.

### **How do I determine mileage for use of personal vehicle?**

The departure point for determining actual mileage will be the lesser of the mileage from the University or from the traveler's home. University employees are expected, when possible, to share a vehicle when traveling to common events. Only one round trip mileage to and from the Indianapolis airport is allowed for reimbursement with the exception of picking up a candidate or an honoraria person. On the travel reimbursement request, the mileage is listed as one amount for the roundtrip (not 1/2 at the beginning of trip and 1/2 at end of trip). The mileage is to be rounded to the nearest whole number.

