



# CHINA WEIHAI

Travel Handbook

RIT **GLOBAL**  
JUST GO!

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# TRAVEL ARRANGEMENTS AND TRAVEL EXPENSES

Once your teaching assignment and salary have been confirmed, Anna Lombard (aylcto@rit.edu) in the RIT-GDC office will work with you on the hiring paperwork. You will receive a teaching contract, along with direct deposit, computer account request forms (RIT faculty will not need to complete this form), tax and other forms. Once you have signed your contract, please contact Donika Demiri to work on your travel and lodging arrangements.

Donika Demiri  
dxdcms@rit.edu  
585-475-7113

## Faculty Travel Expense Policy

Travel policies pertaining to RIT Global Delivery Corporation (GDC) approved business travel are summarized below. It is the traveler's responsibility to obtain the necessary authorizations, check the current travel warning and alert lists, and to read and abide by the information contained below or in any travel warnings or travel alerts. Travelers are also advised to read the U.S. Department of State's Traveler's Checklist <https://travel.state.gov/content/passports/en/go/checklist.html>.

All official GDC travel shall be properly authorized, reported, and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by GDC unless otherwise noted in this Policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Policy.

### Travel Procedures – General

#### Air Travel

Designated Travel Agencies - Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through one of RIT's designated travel agencies listed below. Refer to the Controller's Office web page for detailed information regarding designated travel agencies.

TZELL Travel Service  
2820 Dewey Avenue  
Rochester, NY 14616-4628  
Web Site: [www.Travelleaders.com/roc](http://www.Travelleaders.com/roc)

585-663-8660  
Toll Free: 1-800-842-0941  
After hours: 1-800-569-0282  
Fax: 1-585-663-5155

Town & Country Travel  
732 Pittsford-Victor Road  
Pittsford, NY 14534

Email: [teresa@towncountrytravel.com](mailto:teresa@towncountrytravel.com) [dj@towncountrytravel.com](mailto:dj@towncountrytravel.com)

585-381-2850

After hours: 1-866-966-2850

Fax: 1-585-381-1987

Van Zile Travel Service

3540 Winton Road

Rochester, NY 14623 Email: [rit@vanzile.com](mailto:rit@vanzile.com)

Web site: [www.vanzile.com](http://www.vanzile.com)

585-244-1100

Emergency Service: 1-877-443-5766

Only economy class, or discounted class airfare, shall be used. Air travel expenses shall be reimbursed based on the most commonly traveled route consistent with the authorized purpose of the trip. You may be eligible for “premium economy” seating, if available, and the cost does not exceed 35% of the standard economy class fare. Premium economy seating may only be considered on international flight segments with a scheduled flight duration that is greater than 6 hours and 30 minutes. Air carrier and route selection will be based on price and efficiency of travel, not airline reward programs.

Any itinerary for extracurricular leisure travel to gateway cities en route to your GDC destination must be approved prior to making reservations. Any other vicinity travel throughout the duration of the assignment must be approved by the Manager for Global Initiatives prior to making reservations.

Please contact the Global Programs Specialist to book your travel as far in advance as possible. While some restrictions or penalties may apply, advance reservations secure the lowest fares. If a rare occasion should arise that requires you to make your own travel reservations please do not do so without first receiving written permission from GDC. Contact the Global Programs Specialist, Donika Demiri, as soon as your travel dates and destination are known at [dxdcms@rit.edu](mailto:dxdcms@rit.edu) or phone: (585)475-7113.

**Traveling with Your Spouse or Other Dependents** – If, in your offer letter, you are offered the benefit of purchasing two (or more) round-trip tickets to one of the GDC global campus destinations, you may choose to use the other ticket(s) for your spouse or other dependent. Please be advised that utilizing the additional ticket(s) for travel by a dependent is considered to be a taxable benefit by the IRS. GDC will withhold taxes based on the value of the ticket.

#### **1. Taxis and Shuttle Services**

For short-term travel assignments (21 days, or less) GDC will reimburse you for expenses for taxis or shuttle services for travel from the airport to your hotel, between official business-related appointments, or between hotels and official business-related appointments. Receipts must be obtained and submitted for reimbursement for all such transportation expenses.

For intermediate-term travel assignments (greater than 21 day, but less than 14 weeks) GDC uses only a “supplemental stipend” for any additional expenses associated with travel – excluding airfare and housing– including taxi and shuttle services. The supplemental stipend amount will be calculated as 7% of the salary for the assignment. Supplemental wages are subject to income tax withholding at a 25% rate.

For long-term travel assignments (greater than 14 weeks) GDC does not provide reimbursements for taxis or shuttle services.

**2. Lodging:**

Lodging may be handled in a variety of ways depending on the duration of the assignment and the location. Generally, for short-term travel assignments (21 days, or less) GDC will reimburse you for approved lodging expenses at a hotel in close proximity to the GDC global partner university. You are required to pay for your hotel expenses upon check-out and you will be reimbursed for all approved expenses upon the completion of your travel expense report.

For travel assignments lasting more than 21 days you may be offered either a monthly housing allowance or you will be placed in suitable housing provided by the GDC global partner university.

**3. Meals**

GDC uses only a “per Diem” method for meal reimbursement for international travel lasting 21 days or less. Generally, meals will be reimbursed at the rate of \$78.00 per day, but this amount will be adjusted for hospitality (any meals provided by the hotel and/or partner university), as well as the time of departure and return. For example, if your flight departs mid-morning, a deduction will be made for dinner. Refer to the table below on how deductions will be calculated:

Basis of Per Diem Calculation	
Breakfast	\$13.00
Lunch	\$21.00
Dinner	\$44.00
Total	\$78.00
<b>Adjustments for Time of Departure/Return</b>	

For intermediate-term travel assignments (greater than 21 day, but less than 14 weeks) GDC uses only a “supplemental stipend” for any additional expenses associated with travel – excluding airfare and housing – including meals. The supplemental stipend amount will be calculated as 7% of the salary for the assignment.

For long-term travel assignments (greater than 14 weeks) GDC does not provide reimbursements for meals.

#### 4. Emergencies While Traveling

In the event of an emergency or incident please use the following procedure,

1. Get immediate assistance in case of emergency. If you need assistance with receiving local care please contact your local BJTU contact (page 23).

Mainland China emergency numbers

- Police: 110 (free)
- Directory Enquiries: 114
- Fire Alarm: 119 (free)
- First Aid Ambulance: 120 (free)
- Traffic Accident to report to Pointsman: 122 (free)

2. Please report **all** emergencies or incidents to **the RIT Public Safety Office** as soon as possible.

Public Safety Phone: +1-585-475-3333

Public Safety E-mail: [cscps@rit.edu](mailto:cscps@rit.edu)

3. Report emergencies while traveling to your immediate supervisor at the RIT Global campus and to the HR Payroll and Marketing Specialist, Anna Lombard at (585) 475-4285 or email: [aylcto@rit.edu](mailto:aylcto@rit.edu)

5. **Fly America Act** - The Federal Fly America Act requires those Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers. If your travel will be paid by Federal funds, when making your travel arrangements, advise the Global Programs Specialist and/or the designated travel agency to ensure that your flights are in compliance with the Act.

6. **Trip Information** - Leave detailed trip information with the Global Programs Specialist and the HR, Payroll and Marketing Specialist (i.e. contact information, itinerary, copy of passport, etc.). GDC will utilize this information to contact you in the event of an emergency.

#### 7. Insurance

GDC employees are covered under GDC's group of insurance policies for activities conducted in the scope of their job responsibilities while traveling overseas. GDC maintains a comprehensive insurance program including coverage for general liability and auto liability claims (bodily injury or property damage to third parties).

If you are involved in an incident that results in a claim while traveling on GDC business, report it to your direct supervisor overseas and HR, Payroll and Marketing Specialist as soon as practical.

- A. **Auto Liability Insurance** - Automobile liability insurance is normally provided as part of the rental car agreement and should not be purchased. GDC maintains non-owned automobile liability insurance in excess of the amount provided by the automobile rental company for travel within the United States and Canada. Contact the HR, Payroll and Marketing Specialist to discuss insurance implications when renting automobiles outside of the U.S. and Canada.
- B. **Injury or Sickness** - GDC maintains worker's compensation insurance for claims for employees arising from a work-related injury or sickness. This coverage applies to all employees traveling on international business.

- a. Communicate incidents to the local administration of GDC’s global partner university, as well as the HR, Payroll and Marketing Specialist and Manager for Global Initiatives, as soon as possible.
  - b. Emergency situations occurring overseas should be directed to the appropriate medical facility immediately and reported to the local administration of GDC global partner university, as well as the HR, Payroll and Marketing Specialist as soon as practical. The worker's compensation plan will cover necessary medical expenses for the work-related injury.
  - c. Prior to leaving on an international trip it is advisable for you to contact your primary medical insurance carrier to discuss how your medical insurance coverage will respond in the event a sickness or injury that arises during travel that is not work related.
- C. Loss of or Damage to Personal Property** – GDC has no insurance for loss of, or damage to, luggage or other personal effects during travel. If such damage occurs, seek reimbursement through your personal insurance company.
- D. Rental Car Collision Damage Waiver** - Automobile rental companies offer the option of purchasing a collision damage waiver (CDW) for an additional daily cost. The purpose of the waiver is to eliminate the renter's responsibility for payment of car repairs in case of collision damage.
- a. If you rent a vehicle outside of the U.S., accept any collision damage waiver that is offered.
  - b. Report all accidents involving a rental car to your immediate supervisor at the GDC global partner university, as well as the HR, Payroll and Marketing Specialist as soon as possible.
- E. Travel Assistance Program** - GDC employees are covered under a Travel Assistance Program when travel occurs more than 100 miles from their permanent residence. The plan provides emergency medical assistance, emergency personal services and pre-trip information. The program is administered by Worldwide Assistance Services, a 24-hour toll free emergency service. Travel Assistance United HealthCare ID cards and other information about this program are available from the Office of the HR, Payroll and Marketing Specialist, George Eastman Hall, suite 4000 or via e-mail: [aylcto@rit.edu](mailto:aylcto@rit.edu). GDC can also assist with obtaining United Healthcare travel assistance benefits for any dependents travelling with you at a price of \$7.00 per dependent per month. Please email Anna Lombard at [aylcto@rit.edu](mailto:aylcto@rit.edu) for further details.
- F. Travel Accident Insurance** - You are covered by accidental death and dismemberment insurance while away on approved travel for GDC. This does not include commuting between your residence and airport or air travel other than on a charter or commercial aircraft. You will not be reimbursed for the cost of other travel insurance.
- G. Trip Cancellation Insurance** - GDC does not carry insurance for expenses associated with trip cancellations. GDC must absorb these expenses. If you purchase trip cancellation insurance, you will not be reimbursed for the expense.

- 8. Non-reimbursable Expenses** - Travel expenditures that are **not** reimbursable include, but are not limited to:
- a. Additional travel insurance, travel accident insurance or trip cancellation premiums.
  - b. Additional expenses associated with the cost of first class or business class airfare.
  - c. Alcoholic beverages consumed as part of meal or otherwise while traveling on GDC business.
  - d. Childcare and babysitting expenses.
  - e. Costs for commuting between your home and the RIT campus.
  - f. Costs for personal medications.
  - g. Costs incurred by your failure to cancel transportation or hotel reservations.
  - h. Costs incurred by your spouse or other dependents traveling with you.
  - i. Entertainment expenses, including movies in your hotel room.
  - j. Gasoline expenses when the automobile mileage reimbursement rate is claimed.
  - k. Host/hostess gifts, in lieu of meals and lodging, when the cost exceeds what meal and/or lodging expenses would have been.
  - l. Hairstyling and haircut expenses.
  - m. Kennel/boarding expenses for pets.
  - n. Laundry or dry cleaning expenses for trips lasting less than 7 days.
  - o. Magazines or newspaper expenses.
  - p. Other expenses not directly related to the business purpose of the travel assignment.
  - q. Parking or speeding tickets.
  - r. Travel pillows
  - s. Pay-per-view movies
- 9. Reimbursable Expenses** - Travel expenses that are reimbursable to you include:
- a. Economy class airfare (or economy plus, if available, and the cost does not exceed 35% of the standard economy class fare. Premium economy seating may only be considered on international flight segments with a scheduled flight duration that is greater than 6 hours and 30 minutes). Whenever possible, GDC will reimburse air travel in advance through a direct payment to GDC's authorized travel agent.
  - b. Expenses associated with baggage handling and tips.
  - c. Hospitality, if directly related to the educational or research purpose of the trip.
  - d. Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been.
  - e. Laundry and/or dry cleaning expenses for trips of seven or more consecutive days.
  - f. Lodging expenses, if applicable (see details above).
  - g. Meal expenses (see details above)
  - h. 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. We encourage you to use free VOIP technology such as Skype when international phone calls are necessary.
  - i. Parking fees associated with GDC business.

**Any other expenses not detailed above must be approved by the Director for Global Programs, Lyndsey McGrath. Please contact her at (585) 475-5177 or e-mail: [Lyndsey.Mcgrath@mail.rit.edu](mailto:Lyndsey.Mcgrath@mail.rit.edu)**

## **10. Foreign Travel Expense Report Requirements.**

Upon your return you may file for reimbursement by submitting your expenses to Donika Demiri. Please note that you must submit all receipts within 60 days from the last date of travel. After 60 days, the reimbursement will be on a taxable basis. After 120 days, no reimbursement will be allowed.



Receipts are required for all expenses claimed except daily meals. Please refer to the per diem policy on page 5. If the receipt has been lost, a simple memo explaining this expense, date, amount, purpose, and why it was lost can be substituted for the receipt. Receipts can be submitted in person or as a scanned PDF file.

Any expenses in foreign currency must be converted to US dollars at the rate of exchange in effect on the date of the expense. This can be readily accomplished online at: <http://www.oanda.com/convert/fxhistory>. This website gives historical conversion rates. The RIT Global Office can also assist with this process.

After you return from your trip please mail all your receipts to:

Donika Demiri  
Rochester Institute of Technology 6000  
Reynolds Drive #5006  
Global Village, Bld. 400, Room 2075  
Rochester, NY 14623

# THINGS TO ARRANGE BEFORE YOU GO

## Register Your Travel

It is a good idea to register your travel with the State Department so that you can be contacted in case of a family emergency or a crisis in the area in which you are traveling. Travel registration is a free service provided by the State Department and is easily accessed online at <https://travelregistration.state.gov>. (State)

## What to Take

Carry the minimum number of valuables, and plan places to conceal them. Your passport, cash and credit cards are most secure when locked in a hotel safe. When you have to carry them with you, you may wish to put them in various places rather than all in one wallet or pouch. One of the safest places to carry valuables is in a pouch or money belt worn under your clothing. (State)

If you wear glasses, pack an extra pair. Bring them and any medicines you need in your carry-on luggage. (State)

To avoid problems when passing through customs, keep medicines in their original, labeled containers. Bring copies of your prescriptions and the generic names for the drugs. If your medication is not allowed in the country you will be visiting, ask your health-care provider to write a letter on office stationery stating the medication has been prescribed for you. (State)

We encourage you to contact the Medical Office at the Chinese Embassy in the US for more accurate information: <http://www.china-embassy.org/eng/>

Pack an extra set of passport photos along with a photocopy of your passport's information page in order to make the replacement of your passport easier in the event that it is lost or stolen. It is a good idea to e-mail a copy of your passport's photo page to yourself so you have access to it even if the hard copy gets lost. Put your name, address, and telephone numbers on the inside and outside of each piece of luggage. Use covered luggage tags to avoid casual observation of your identity or nationality. (State)

## What to Leave Behind

A copy of your itinerary with family or friends at home in case they need to contact you. Leave photocopies of your passport identification page, airline tickets, driver's license and the credit cards that you plan to bring with you, with family or friends at home. (State) The RIT Global Office would be happy to safely keep a copy of your passport bio page if requested. Please ask Donika Demiri if you are interested.

## **ARRANGEMENTS**

If you are staying in one of the BJTU apartments, you will receive confirmation from Donika Demiri or directly from BJTU staff about your apartment details. The apartment is fully furnished. Amenities include bed sheets, basic kitchen supplies etc.

### **Beijing Jiaotong University Apartment**

South China Town, Nantai Xinqu (New Area)  
Weihai 264401, Shandong, China

Otherwise, you should have received a hotel confirmation from Donika Demiri or directly from the Hongguoxinyuan Hotel which is conveniently located on the BJTU campus in Weihai before departing. Per RIT's travel policy, you are responsible to pay for your hotel bill. RIT will reimburse you after you return from your trip. Please save your receipts for reimbursement purposes. You may be contacted by Donika Demiri to supply credit card information to hold the reservation.

### **Hongguoxinyuan Hotel (New Red Hawthorn Hotel, on Campus)**

Xiandai Road 69, Nantai Xinqu (Nantai New Area)  
Weihai 264401, Shandong, China

## **Airport Transportation**

When you arrive at the airport please look for a BJTU staff member holding a sign with your name. He/she will drive you to your hotel/apartment. The BJTU staff member will also arrange your transportation to the airport at the end of your trip.

On your first day of class, a BJTU staff member will meet you at your hotel/apartment. They will help you walk to your classroom. As outlined in your contract, faculty is responsible for their transportation to and from campus.

## **ENTRY/EXIT REQUIREMENTS**

A passport which is valid for at least 6 months and 2 blank pages is required. It is important to coordinate the Visa process with the RIT Global Programs Coordinator Donika Demiri as soon as possible upon completion of your hiring paperwork.

Upon arrival you must register with the police within 24 hours of your arrival in China. Even those holding residence permits are required to register after each re-entry. For those staying at the Hongguoxinyuan Hotel, the staff will automatically register you. However, if you choose to stay in a private home with family or friends, you should take your passport to the local police station to register. Failure to do so could result in fines and detention. Chinese law requires that you carry your valid U.S. passport and Chinese visa or residence permit at all times. While carrying your passport, ensure that you carry your passport out of reach of pickpockets.

### **Customs**

Wristwatches, radios, tape recorders, cameras, movie cameras, and similar items may be brought in for personal use but cannot be sold or transferred to others and be bought out of China. (Customs)

### **Duty Free Allowances**

400 cigarettes  
2 liters of spirits  
(Customs)

# COMMUNICATIONS AND MEDIA

## Telephone and Fax

Telephones are widely available throughout Weihai. The Country Code for China is 86 followed by the individual area code for the location you are calling (in Weihai the area code is 631). This is then followed by the 6-8 digit telephone number.

To call the United States from China you need to dial 001 and the area code and phone number as you would at home. The hotel has a business center should you need fax or other assistance. The BJTU staff would also be happy to assist you with calling or other communication needs.

## Mobile Phones

The RIT Global Office may have a mobile phone available for you to use while traveling. Else, a BJTU Weihai staff will provide a SIM card for your personal mobile phone. Please check with your carrier for additional information on international options and rates. We do not recommend the local SIM to be used for calling outside of China. We recommend Skype or WeChat for inexpensive communication outside of China.

## Laptop

The RIT Global may provide you with a laptop to use while traveling. Please ask if you are uncertain or would like to be considered for this option. If you received a laptop, please follow the instructions below before departing the U.S.

## BEFORE DEPARTURE FROM THE U.S.

**If you received a computer on RIT campus and logged in at RIT, disregard the following steps.**

### Otherwise:

1. Connect the laptop to your home wired internet connection (or another wired connection that does not require verification before connecting).
2. Before logging in to Windows, follow the instructions included in this link to log in to VPN: <https://www.rit.edu/its/using-start-logonsbl-windows-7>
3. Once connected to VPN, log in to the computer with your RIT username and password.
4. After completing these steps this first time, you will be able to log in normally to the computer without the wired connection or VPN.
5. Please contact Lyndsey ([lmfcms@rit.edu](mailto:lmfcms@rit.edu)) or Donika ([dxdcms@rit.edu](mailto:dxdcms@rit.edu)) if you have any troubles.

## **RIT VPN**

RIT faculty and students are approved to use the RIT Virtual Private Network (VPN) for academic purposes. Please see the following website for access and instructions on use of RIT's Cisco VPN. RIT asks that all faculty teaching for RIT use the RIT VPN client, not a personally purchased VPN client, even when using a personal computer or device.

RIT's Virtual Private Network: <https://www.rit.edu/its/services/network-communication/vpn>

## **Internet and Skype**

Your apartment, hotel room, as well as the campus will be equipped with high-speed wireless internet access. Get the access code from the front desk when you check-in.

If you are taking a laptop you can also connect with your colleagues and family through Skype or BlueJeans video conferencing. Both methods work well. As an RIT faculty member, you have access to connect to BlueJeans using your RIT account log-in. Additional information can be found here:

<https://wiki.rit.edu/display/SaundersTechnicalSupport/BlueJeans+Video+Conferencing>

On campus, you will be met by an RIT BJTU ITS staff member on your first day of class. He/she will assist you in setting up your laptop and any other equipment or access you may need before the start of your class. We recommend that you arrive at least 30 minutes before your first class.

## **RIT Resources**

<https://wiki.rit.edu/display/~agsvse/Faculty+Resources>

The links below provide information on MyCourses, Teaching and Learning Services (TLS), and Student Information System (SIS). Please click on each link to familiarize yourself with RIT Resources. Please contact Donika Demiri ([dxdcms@rit.edu](mailto:dxdcms@rit.edu)) or Lyndsey McGrath ([lmfcms@rit.edu](mailto:lmfcms@rit.edu)) to schedule training if needed.

### **MyCourses Support and Resources**

<http://www.rit.edu/academicaffairs/tls/course-delivery/academic-technology/mycourses>

### **MyCourses Quick Reference Guide -**

<https://wiki.rit.edu/display/myCoursesHR/Additional+Instructor+Information?preview=/32154824/116557609/%20myCourses+Quick+Reference+Guide.pdf>

myCourses allows instructors and students to interact and access materials online. This step-by-step guide for common tasks provides a basic introduction.

### **Teaching and Learning Services (TLS)**

<https://www.rit.edu/academicaffairs/tls/>

For training on the myCourses system

## **Student Information System (SIS) Training –**

<https://www.rit.edu/sistraining/faculty-training-materials>

Everyone listed as an instructor for a class at RIT will have access to the Faculty Center, a portal within the Student Information System that serves as an online one-stop shop to access your schedule of classes, class rosters, historic grade rosters and more. For training of the SIS system, please contact Donika Demiri or Lyndsey McGrath.

## **TRAFFIC SAFETY AND ROAD CONDITIONS**

### **Driving**

You may **NOT** drive in China using your U.S. driver's license or an international license. If you have a resident permit, you can apply for a Chinese driver's license, although regulations for obtaining a license vary from province to province. (State)

If taking a taxi, travelers should prearrange for an English speaking guide to be present in the vehicle while in Weihai. Visitors should be aware that regardless of the company, hired drivers and interpreters are likely to be government informants. Visitors should note that meter charges increase for both distance and time in transit, and rates increase 20 percent after 23:00 local time. This rate is likely to fluctuate, as drivers may attempt to overcharge passengers who are unfamiliar with the language or local customs. As many taxi drivers do not speak English, aside from the generic learned phrases, it is essential that travelers have their destination addresses written in Mandarin in advance if using this mode of travel. It is usually safe to walk from one location to another in the city, but visitors should exercise general cautionary behavior when doing so. Despite the security efforts made by the Chinese government to ensure the safety of foreigners, secure transportation is the most reliable and safe method in which to travel around the capital. (World Watch Report)

### **Crime**

Crime generally is not a problem for travelers in Weihai. However, the U.S. Embassy advises U.S. citizens to take normal precautions against theft, such as not leaving a wallet, purse, or credit card unattended.

Although vehicle break-ins in Weihi are rare, U.S. citizens are encouraged to ensure that unattended vehicles are locked and that valuables are not left out in plain sight. (State)

**Emergency number for police: 6525 5486**

## Information for Victims of Crime

The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. It is also encouraged to contact your family, friend, or employer to let them know what is going on. (State)

## Criminal Penalties

While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Chinese laws, even unknowingly, may be expelled, arrested or imprisoned. (State)

## RIT Notification

In case of an emergency while in Weihai, please contact local authorities immediately as is appropriate for the situation. You should also contact any RIT Global staff member (see emergency contact list on page [23](#)). The RIT staff will assist you throughout the situation and also notify RIT Public Safety which will initiate a possible claim with UnitedHealthcare, RIT's travel and emergency insurance provider (see page [17](#)).

## Consulate Information

Consular officials overseas are familiar with local government agencies and resources in the countries in which they are located, and they can help you:

- Replace a stolen passport;
- Contact family, friends, or employers; obtain appropriate medical care;
- Address emergency needs that arise as a result of a crime;
- Obtain general information about the local criminal justice process and information about your case;
- Obtain information about local resources to assist victims, including foreign crime victim and compensation programs in the U.S.;
- Obtain a list of local attorneys who speak English. (Consulate)

### United States Embassy of Beijing, China

No. 55 An Jia Lou Lu 100600

Tel: (86-10) 8531-3000

Click [here](#) for the map

### American Citizen Services

Fax: (86-10) 8531-3300

Emergency Contact Number: 8531-4000

E-mail: [BeijingACS@state.gov](mailto:BeijingACS@state.gov)



## MEDICAL FACILITIES AND HEALTH INFORMATION

Please see the “What You Should Know Before Traveling Abroad: Health and Security Risks in China” provided by UnitedHealthcare Global. Please also reference the “Emergency Medical Assistance Hospital List” provided by the U.S. Department of State which is also attached to this travel guide on page 30.

### UnitedHealthcare Travel Assistance

RIT provides employees with Emergency Travel Insurance. Please note, this is not a medical insurance. Should you need medical treatment abroad you will have to cover the cost out of pocket and, if the service is covered by UnitedHealthcare, you may apply for a reimbursement. The coverage can also assist with providing travel arrangements in case of a medical or other emergency. Below is the policy information.

UnitedHealthcare **ID:** 312193

**Name:** ROCHESTER INSTITUTE OF TECHNOLOGY

**Toll-free from U.S. or Canada** 800-527-0218

RIT Global Delivery Corporation (GDC) offers medical, travel evacuation and repatriation services for GDC employees and their dependents. GDC covers faculty expenses but does **not** cover UnitedHealthcare fees for your dependents. You can purchase Emergency and Evacuation services for \$7.00/month/dependent.

If a family member(s) who travels with you on a GDC international assignment becomes ill or disabled and needs immediate medical attention:

1. Call any representative of the partner university whose number is available to you;
2. Partner University representatives have to call UnitedHealthcare at the US. Number: 410-453-6330, they can call collect;
3. In the condition of emergency, Partner University representative and your dependent should go to the nearest physician or hospital immediately and then contact UnitedHealthcare 24-hour Assistance Center;
4. UnitedHealthcare representatives (regional Medical Advisors and Medical directors) will determine the appropriate method, destination and timing of any evacuation. The destination will be the nearest facility capable of providing appropriate care. This destination will also be determined by UnitedHealthcare;
5. UnitedHealthcare will have sole discretion in making the coverage determination for your transportation after stabilization. They will NOT return your family member to your home country for convenience reasons.

## GENERAL TIPS

- Authorities may seize documents they deem inappropriate, including religious, pornographic and political materials. Visitors should not transport any documents, electronic files or other items that the Chinese government may deem offensive or inappropriate, or any items that the traveler considers sensitive or confidential.
- Visitors should ensure their passports are secure and out of reach of pickpockets. It is advised that the traveler make photocopies of their passport and bio data pages on the Chinese visa to keep in a secure location in the event they lose their passport and have to apply for a replacement.
- Visitors should refrain from discussing politics and/or religion, and criticizing the government, as these are very sensitive topics. Police officers may detain and subsequently deport anyone who does discuss these topics.

## Business Hours

The Chinese people usually work between 08:00 and 18:00 each day, with a lunch break from 12:00 to 14:00.

Hospitals, post offices, banks and scenic sights are always open daily from 08:30-09:30 to 16:00-18:00, but the hospital clinics and its first-aid center are usually served for 24 hours. Hotels also offer the round-the-clock service to any lodger. Shops, department stores and supermarkets are open every day from 08:30-09:30 to 21:30, including public holidays. Restaurants and bars are always open from around 10:00 to the late night, sometimes even into the small hours or for all night.

Usually, time away from businesses accompanies holidays. The following are the major holidays and when they occur in China. (Travel China Guide)

## Money Matters

The currency in mainland China is the Renminbi. The primary unit for the Renminbi is the Yuan. One Yuan is divided into 10 jiao, which is further subdivided into 10 fen. Money is issued in notes of 1, 2, 5, 10, 50 and 100 Yuan. There are no coins. Foreign currency and traveler's checks can be converted at hotels. ATMs are widely available in malls and on main streets. These machines distribute payment in Chinese currency only. Major credit cards are accepted at most midrange to top end hotels and some department stores, although most transactions in China require cash. Businesses that accept credit cards will have credit card signs in plain view. Credit cards cannot be used to purchase transportation services, such as airline tickets. Visitors should be extra cautious when using their credit and debit cards due to the high incidence of credit card fraud.

- Short official name: CNY (China Yuan)
- Abbreviation: RMB
- Chinese: Ren Min Bi (人民币)
- Symbol: ¥

The current exchange rate is approximately (July 2015) \$1 - ¥6.20

## **Tipping**

In recognition of the good service, tipping waiters and maids in high-level western restaurants, guides and drivers from an organized tour group, as well as bellhops who take your luggage to the room has become gradually accepted as common practice in China as elsewhere in the world. But it is still unnecessary to tip when taking a taxi, hiring a car or dining in Chinese restaurants. Please kindly note that in some Chinese cities but especially the internationalized metropolis of Hong Kong and Macau, tipping is very common.

For the bellboys or waiters of high-level hotels and western restaurants, 5-30 RMB (1 - 5 US dollars) may be appropriated. If you are uncertain about how much to give, just to tip based on your bill. Generally, 10% - 15% of the bill is the most proper amount. For the tour guide and the driver, 10-70 RMB (1 - 10 US dollars) a day per person is adequate.

## **Postal Services**

China Post is the official postal service in China, offering both domestic and international mail and parcel services.

In receiving mail, customs officials periodically open and inspect incoming packages so be sure that any sensitive materials are withheld from shipment. Large packages must contain a customs declaration form.

In urban areas mail may be delivered up to three times per day. Be sure to use official approved envelopes that may be purchased at the post office and other stationary stores. Only envelopes that are pre-approved will be mailed in China.

China Post is not the only postal service in China. Other postal services, such as TNT, DHL, Federal Express and UPS, are also available. China Post, however, is the most economical international postal service, although it is the slowest. After ordering an item from a Chinese supplier, you can choose any available postal service.

## **Time**

There is a twelve hour time difference between Weihai and Rochester. There is also no observation of daylight savings time.

## **Electricity**

The domestic electricity supply in China is 220 volts at 50 cycles AC. Please contact Donika Demiri at the Global Office if you wish to borrow a converter to take with you on your trip.

## **Clothing**

We recommend that you dress in business or business casual attire while in the classroom. Respectful, casual attire is appropriate outside of the classroom unless attending a business function.

# CULTURAL DIVERSITY AND TIPS

China is a vast and culturally diverse country. While the general conventions of the dominant Han ethnic group have come to define how foreigners view Chinese culture from abroad, there are many ethnically and geographically diverse minority groups throughout the country. For example, travelers are likely to encounter distinctly different cultural aspects such as language and customs between the traditional Cantonese environment of Guangzhou in southeastern China, and the ethnically and religiously dissimilar Uyghur culture in the Muslim majority region of Xinjiang in far western China. In recent years the communist regime has implemented many controversial policies that have sought to establish the Han cultural identity nationwide, and this practice continues to spark tensions with minority communities eager to hold on to their own cultural heritage.

- **Respect for elders-** Respect for seniority and elders is a mainstay in China. This means that travelers should greet Chinese persons in order of seniority from highest to lowest.
- **Formal Introductions-** The Chinese tend to be formal in their introductions and use the full titles of their guests. A person is either addressed by their full name or by a title and family name. A polite nod or slight bow is used when greeting. A handshake is also acceptable, especially in formal situations.
- **Respect and Pride-** Respect and pride are central to Chinese culture; causing embarrassment can seriously destabilize relationships. Chinese culture puts much emphasis on "face," which refers to respect. Public displays of anger and subordinates disagreeing/debating with their superiors in front of others are among some of the situations that can cause serious embarrassment.
- **Gift giving-** Gift giving of inexpensive items is very common in China. In some situations, gifts may be expected at the beginning and end of business dealings. Visitors should research common gift giving practices before purchasing a gift for a Chinese person. Gifts are presented with both hands.
- **Physical Gestures-** Be conscious about physical gestures and do not use dramatic movements or facial expressions, as these can be considered rude or unsophisticated. If beckoning to someone with a hand gesture, visitors should turn their palm down and wave their fingers toward their body. Use an open hand to point rather than a single finger; never point or beckon with an index finger. It is impolite to put one's hands or fingers in one's mouth, for instance, while using a toothpick.
- **Staring-** Western travelers should note that they may experience noticeable staring from locals due to their easily identifiable appearance in the relatively homogeneous ethnic make-up of many large cities in China.
- **Tipping-** Tipping is not a common practice in China, but when offered it is generally given before a service is provided, in hopes of improving service.
- **Professional encounters-** Business cards should be exchanged using both hands to give and receive them. Do not write notes on them.
- **Queuing-** Pushing is not uncommon, or considered rude, in crowded areas. While Westerners are accustomed to the standard practice of lining up in an orderly fashion in many environments, in China it is not uncommon for large crowds to simply push forward in a disorganized fashion when entering places like sports stadiums.

## **SIGNIFICANT DATES FOR CHINA**

- **January**- New Year's Day
- **February**- Spring Festival/Lunar New Year holiday period
- **April**- Qingming Festival (Tomb Sweeping Day)
- **May**- May Day / International Labor Day
- **June**- Anniversary of the 1989 Tiananmen Square protest crackdown
- **July**- CPC Founding Day (Public holiday)
- **July**- Hong Kong Special Administrative Region Establishment Day (large demonstrations often organized)
- **September**- Mid-Autumn/Harvest Moon Festival
- **October**- National Day Golden Week holiday (Commemorates the founding of People's Republic of China. Public holiday government offices and businesses close.)

## FOOD AND DRINK

In general, you can drink tap water in China. However, you are advised to drink bottled water as a precaution. Bottled water is widely available throughout the country.

### Local Dishes (China Highlights)

There are many different styles of Chinese cuisine which can vary based on region. Eight of these cuisines are outlined below. As mentioned below, the Shandong cuisine is most commonly found in Weihai.

Guangdong Cuisine (Cantonese Food/Yue Cuisine): sweeter, favoring braising and stewing, adding various sauces.

Sichuan Cuisine (Chuan Cuisine): spicy and bold, using lots of chili, garlic, ginger and peanuts.

Shandong Cuisine (Lu Cuisine): salty and crispy, favoring braising and seafood. This is the most common in Beijing.

Fujian Cuisine (Min Cuisine): lighter, with a sweet and sour taste, using ingredients from the sea and the mountains.

Jiangsu Cuisine (Su Cuisine): fresh, salty and sweet, favoring soups and precise cooking techniques.

Hunan Cuisine (Xiang Cuisine): quite spicy, favors sautéing, stir-frying, steaming and smoking.

Anhui Cuisine (Hui Cuisine): uses many wild plants and animals as ingredients, favoring stewing and more oil.

Zhejiang Cuisine (Zhe Cuisine): mellow, uses freshwater fish, seafood and bamboo shoots, and a wide variety of cooking methods.

# QUICK REFERENCE CONTACTS

## RIT Global

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(585) 475-7113  
[dxdcms@rit.edu](mailto:dxdcms@rit.edu)

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## HR Payroll and Marketing Specialist

Anna Lombard  
(585) 475-4285  
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## RIT Public Safety

(585) 475-3333 (Emergency)  
(585) 475-2853 (Regular)  
[cscps@rit.edu](mailto:cscps@rit.edu)  
[TigerSafe Mobile App](#)

## UnitedHealthcare

ID: 312193  
410-453-6330 (collect)

## Travel Agency

Tzell Park Avenue (formerly Borrelli Travel) 1-800-842-0941 or +585-663-8660 (M-F 8:30am-5pm EST)  
1-800-569-0282 (After hours assistance en route. There will be a charge of \$16.00 per call) or [patty@travelleadersny.com](mailto:patty@travelleadersny.com)

## BJTU Weihai

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我的地址： 山东省威海市 南海新区 现代路69号（邮编264401） 北京交通大学（威海）	Xiandai Road 69 Nanhai New District, Weihai, Shandong, China (zipcode: 264401) Beijing Jiaotong University (Weihai campus)
<b>Apartment complex directions for taxi drivers:</b>	
北京交通大学	(from Beijing Jiaotong University)
江南城北门	(to Jiangnan Cheng North gate)
<b>Translation for BJTU mailing address, line-by-line, courtesy of Ginger:</b>	
我的地址：	My address：
山东省	Shandong Province
威海市	Weihai City
南海新区	Nanhai New District
现代路69号	Xiandai Road 69
邮编264401	Zip code 264401
北京交通大学（威海）	Beijing Jiaotong University (Weihai campus)





## **Additional Useful Addresses and Contacts**

### **US Embassy**

55 Anjialou Rd, Chaoyang, Beijing, China  
+86 10 8531 3000

### **Weihai Hotel: Hongguoxinyuan Hotel (New Red Hawthorn Hotel, on Campus)**

Xiandai Road 69, Nantai Xinqu (Nantai New Area)  
Weihai 264401, Shandong, China

### **Weihai Campus Apartments**

South China Town, Nantai Xinqu (Nantai New Area)  
Weihai 264402, Shandong, China

### **Emergency Medical Assistance Hospital List**

<http://photos.state.gov/libraries/china/197340/PDF/HospitalList09242014.pdf>

What You Should Know Before Traveling Abroad: Health and Security Risks in China

[https://www.medexassist.com/Information-Resources/docs/China%20Paper\\_WP.pdf](https://www.medexassist.com/Information-Resources/docs/China%20Paper_WP.pdf)