

## **Leader Check List ~ International Travel**

### **Initial research**

- \_\_\_ Determine purpose of any international trip
  - \_\_\_ Enrich course content with on-site plunge
  - \_\_\_ Expose students to another culture or part of the world
  - \_\_\_ Provide experience in global/multicultural context and high impact practices
- \_\_\_ \_\_\_\_\_
- \_\_\_ Research possible trip locations, timeframes, activities, etc. to meet purpose
- \_\_\_ Gain permission from department to proceed with a plan

### **Making a plan**

- \_\_\_ Contact Director of Global Opportunities on campus travel process
- \_\_\_ Contact organizations for in-country support (study abroad providers, mission agencies, etc.)
- \_\_\_ **Complete *International Proposed Trip Plan* and *Trip Funding Plan* on CUNE Travel Management site**  
<http://travelmanagement.cune.edu>
- \_\_\_ Trip details (details can be saved and submitted later)
- \_\_\_ Budget details (self-sustaining without general budget support)
- \_\_\_ Submit ASAP (by May deadline)

### **Campus approval & financial process**

- \_\_\_ Cabinet will review all *International Proposed Trip Plans* and *Trip Funding Plans* for final approval
- \_\_\_ Director of Risk Management will be in contact if there are any risk related questions
- \_\_\_ Accounting, Finance, and Operations (AFO) office will be in contact if they have budget account questions
- \_\_\_ AFO (Accounting, Finance and Operations Office) will work with you to generate appropriate accounts
- \_\_\_ Meet with Institutional Advancement Office if any fundraising is anticipated
- \_\_\_ All contracts need to be reviewed and signed by campus CFO/COO

### **Trip promotion**

- \_\_\_ Create campus communication (announcements, posters, chapel slides, GO Center, etc.)
- \_\_\_ Host information meetings
  - \_\_\_ Share trip purpose and activities
  - \_\_\_ Share application/registration process and deadlines
  - \_\_\_ Share costs of trip and payment process and deadlines (including personal costs to anticipate)
  - \_\_\_ Share as much information as possible so participants can make an informed decision on joining the trip

### **Participant commitment process**

- \_\_\_ Receive applications /deposits (if needed)
- \_\_\_ Accept/inform participants (if needed)
- \_\_\_ **Remind participants to follow up on next step details:**
  - \_\_\_ Register for class (if needed)
  - \_\_\_ Get passport as soon as possible (US State Department) – <https://travel.state.gov/>
  - \_\_\_ Get any required health exams and vaccinations (if needed)

### **Registration process**

- \_\_\_ **Determine deadline for students to complete registration items on CUNE Travel Management site:**
  - \_\_\_ *Assumption of Risk / Release and Hold Harmless* statements
  - \_\_\_ Signature document from parent/guardian of minors (under age 19)
  - \_\_\_ *Emergency Contact Information*
  - \_\_\_ *Health & Medical Information*
  - \_\_\_ Insurance information (ID cards scanned)
  - \_\_\_ Passport information (ID page scanned)

### Travel arrangements for group

- \_\_\_ Research air & ground transportation needed
- \_\_\_ Work with in-country organization on local arrangements (transportation, food, lodging, etc.)
- \_\_\_ Verify full participation before booking (paying) for arrangements
- \_\_\_ Track income/expenses for the experience
- \_\_\_ Determine if any visas are needed – [www.travisa.com](http://www.travisa.com)
- \_\_\_ Complete iNext insurance template for group (contact Director of Global Opportunities for template)
- \_\_\_ Register group with US State Department - Smart Traveler Enrollment Program <https://step.state.gov/step/>
- \_\_\_ Check on currency conversions and funds needed while traveling

### Orientation meetings held / Orientation materials distributed

- \_\_\_ Develop group covenant (mission/service trips)
- \_\_\_ Share detailed site and activity information
- \_\_\_ Share any health & safety issues, and appropriate conduct expectations
- \_\_\_ Share country cultural awareness information
- \_\_\_ Review travel plans
- \_\_\_ Provide any country travel warnings to all participants (US State Department) <https://travel.state.gov/>
- \_\_\_ Check for any special needs accommodations for individuals (if needed)
- \_\_\_ Give travel plans, itinerary, and emergency contact information to participants/parents
- \_\_\_ Give out packing lists, what to bring / what not to bring for the trip

### Final details

- \_\_\_ Add **International Trip Final Details** to travel registration at <http://travelmanagement.cune.edu> - no later than 14 days prior to departure
  - \_\_\_ Leader contact information
  - \_\_\_ Flight/Travel itinerary
  - \_\_\_ Daily schedule
  - \_\_\_ Contact details for housing and in-country emergency numbers
- \_\_\_ Check for any current country travel warnings
- \_\_\_ Make copies of participant information (see below)

### Materials carried by leader

- \_\_\_ *Health & Medical Information* for all participants (available online)
- \_\_\_ *Emergency Contact Information* for all participants (available online)
- \_\_\_ Copies of passport/visa ID pages (available online)
- \_\_\_ *Medical Consent* forms (for minors only)
- \_\_\_ Emergency contact numbers (host organization, US State Department, airline, campus, etc.)

### While on event

- \_\_\_ Orient participants to the onsite location and expectations
- \_\_\_ Lead group in daily activities and hold daily debrief sessions
- \_\_\_ Contact Director of Risk Management or VP of Student Affairs in case of any emergency situations

### Upon return

- \_\_\_ Debrief with group / celebration with group
- \_\_\_ Visit with Director of Global Opportunities to share any photos, feedback, issues that occurred
- \_\_\_ Visit with Director of Risk Management or VP of Student Affairs to follow up on any emergency situations
- \_\_\_ Arrange for final expenses to be paid and make sure trip account balances
- \_\_\_ Report back to any campus departments or administrators

### Other details to consider

- \_\_\_ Assign tasks to team members to support the group/team while on experience
- \_\_\_ Share stories with campus and larger community before and after experience
- \_\_\_ Arrange for international cell or SIM card
- \_\_\_ How/when to communicate with people back home during experience
- \_\_\_ Send thank yous for supporters
- \_\_\_ Pay Terra Dotta (travel management) fee (bill generated quarterly)

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