

Leader Check List ~ International Travel Process

Initial research

- Determine purpose of international trip (what and why learning objectives)
 - Enrich course content with on-site field experience
 - Expose students to another culture through co-curricular activity
 - Provide high impact experience through off-campus travel
- _____
- Research possible trip activities, timeframes, locations, timeframes, activities, etc. to meet purpose
- Gain permission from department to develop a plan

Making a plan

- Visit with Director of Global Opportunities on campus travel process
- Review Travel Resources at <http://travelmanagement.cune.edu>
- Print off and read through the **Off-Campus Activity and Travel Guide**
- Contact organizations for local support if needed
- 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 completed/submitted later)
 - Budget details (include additional insurance and travel management fee)
 - Submit ASAP (by campus budget 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 contact if there are any risk related questions
- Accounting, Finance, and Operations (AFO) office will contact if there are budget account questions
- AFO will work with you to generate new accounts (if needed)
- 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 emails, etc.)
- Host information meetings
 - Share trip purpose and activities
 - Share application/registration process and deadlines
 - Share trip costs and payment process and deadlines (including personal costs to anticipate)
 - Share detailed information so participants/parents can make an informed decision on joining 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)

Travel arrangements for group

- Research air & ground transportation needed
- Work with in-country organization on local arrangements (transportation, food, lodging, etc.)
- Verify full participation from group members before booking (paying) for arrangements
- Track income/expenses for the experience
- Determine if any visas are needed and when to get them – 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
- Arrange for international cell or coverage or SIM card

