

Leader Check List ~ International Travel Process

Initial research

- _____ Visit with Director of Global Opportunities on questions, campus travel process, resources
- _____ Work with department or group to determine purpose of 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
- _____ Read ***Leading Short-Term Education Abroad*** article at wp.cune.edu/travelmanagement
- _____ Research possible trip activities, locations, timeframes, activities, etc. to meet trip purpose
- _____ Check with department chair / supervisor to pursue next steps

Making a plan

- _____ Review the ***Travel Management Resource*** sections at wp.cune.edu/travelmanagement
- _____ Read through the ***Off-Campus Activity and Travel Guide*** (WP site)
- _____ Contact organizations at destination for local support needs – look at providers available
- _____ Complete a ***Proposed Trip Application*** (WP site)
 - _____ Trip details (name, location, dates, onsite contacts, etc.)
 - _____ Budget details (be as specific as possible – include travel insurance, contingency funds, etc.)
 - _____ Leaders / Supervisor signatures
 - _____ Submit ASAP (must be approved in time to be included in annual campus budget deadline in ***BudgetPak***)

Campus approval & financial process

- _____ Campus administration committee will review application and be in contact if updates are needed or if application is approved
- _____ Business office will work with you to generate new account (if needed)
- _____ Meet with Institutional Advancement Office if any fundraising is anticipated
- _____ All provider contracts need to be reviewed by General Counsel and signed by campus CFO
- _____ Put trip budget into ***BudgetPak*** template by spring campus budget deadline
- _____ Work with department chair to list trip related class in appropriate course list for registration

Trip promotion

- _____ Create campus promotion (announcements, posters, chapel slides, GO emails, etc.) after trip approval
- _____ Host information meetings
 - _____ Share trip location, dates, purpose, activities, participation criteria, etc.
 - _____ Share application process, link, and deadline
 - _____ Share trip costs, deposit and payment process and deadlines (including personal costs to anticipate)
 - _____ Share detailed information so participants can make an informed decision on joining trip

Online application process

- _____ Provide Director of Global Opportunities with ***Confirmed Trip Details*** form (WP site) needed to build specific trip brochure and application on the ***VIA TRM*** online site – with trip leader access added
- _____ Students complete trip application in ***VIA***
- _____ Trip leader reviews applications in ***VIA*** and determines if accepted
- _____ Director of Global Opportunities accepts students and additional forms are deployed to students
- _____ Students commit to trip and complete additional forms (passport, health, emergency contact)

Remind participants to follow up on next step details

- _____ How and when to pay deposit and makes future trip payments
- _____ Get passport as soon as possible – US State Department travel.state.gov
- _____ Register for class (if needed)
- _____ 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

- _____ Collect and track income/expenses for the experience
- _____ Determine if any visas are needed and when to get them – travisa.com
- _____ Complete iNext insurance template for group (contact Director of Global Opportunities for template)
- _____ Check for any country travel advisories throughout process – US State Department travel.state.gov

Preparation meetings / Preparation materials

- _____ Share detailed site and activity information with group as well as travel task deadlines
- _____ Share country health/safety details with group – CDC cdc.gov – US State Department travel.state.gov
- _____ Share country cultural awareness information
- _____ Develop group covenant on group behavior and appropriate conduct expectations
- _____ Check for any special needs accommodations for individuals (if needed)
- _____ Distribute and review travel plans, itinerary, and emergency contact information for participants/parents
- _____ Distribute packing lists, what to bring / what not to bring for the trip
- _____ Determine how best to communicate with people back home during experience (texts, WhatsApp, etc.)
- _____ Have group members register with the US State Department - Smart Traveler Enrollment Program
mytravel.state.gov/s/step

Final details

- _____ Meet with Business **two weeks prior to departure** – check trip balance – verify deposits will cover expenses
- _____ Complete **Final Trip Plan** (WP site) and details **at least two weeks prior to departure**
 - _____ Leaders contact information
 - _____ Travel mode/Flight itinerary
 - _____ Housing info/Site contact info
 - _____ Onsite contact information
 - _____ Trip/Daily schedule
 - _____ Group list (csv document)
- _____ Director of Global Opportunities will put trip details in **Via Travel** for campus administrators access
- _____ Follow campus notification process if students need to be excused from classes
- _____ Check on currency conversions and funds needed while traveling
- _____ Arrange for international cell/coverage or SIM card
- _____ Contact US Bank (pcard) with locations and dates of travel
- _____ Review **Clery Campus Security Authority Training** and review **Campus Crisis Response Guide** (WP site)
- _____ Make copies of participant information (see below)

Materials carried by leader

- _____ **Health & Medical Information** for all students (access in VIA)
- _____ **Emergency Contact Information** for all students (access in VIA)
- _____ Copies of passport ID pages (access in VIA)
- _____ **Medical Consent** forms for minors only (WP site)
- _____ Emergency contact numbers (U.S. Embassy, host organization, airline, campus, etc.)

While on event

- _____ Orient participants to the location specific expectations and safety guidelines for site
- _____ Lead group in daily activities – hold daily devotions/debriefing – encourage journaling to process experience
- _____ Contact VP of Student Affairs in case of any emergency situations

Upon return

- _____ Complete **Clery Act - Student Trip Reporting Form** (WP site) upon return - submit to General Counsel
- _____ Debrief with group / celebration with group
- _____ Visit with Director of Global Opportunities to share any photos, feedback, issues that occurred
- _____ Visit with VP of Student Affairs if any student issues to report
- _____ Share any relevant Concordia stories with Marketing department
- _____ Arrange for final expenses to be paid and make sure trip account balances
- _____ Send thank yous to any supporters

Other details to consider along the way

- _____ Determine fundraisers and coordination (if needed)
- _____ Assign tasks to team members to support the group/team prior to and while on experience
- _____ Share stories with campus and larger community before and after experience
- _____ _____
- _____ _____