ADMINISTRATIVE PROCEDURE FOR INTERNATIONAL TRAVEL COURSES
This document describes the administrative process that is required every time an international travel course is taught, whether it has been newly approved or previously offered. The instructor(s) must contact several different administrative offices at different stages in the development of the travel course. These are listed in rough chronological order below, starting about one year (or two semesters) before the travel course(s) will be offered. **The course(s) cannot be publicized officially until Stage 1 is completed.**

**STAGE I: INITIAL APPROVAL**
*(12-18 months before departure)*

1. Prepare a course proposal and itinerary, and acquire service contracts, if needed.
   - Contact Sanditz Travel (troyal@sanditz.com), the University’s travel agent, to request airfare estimates.
2. Request preliminary approval to offer that course on your intended schedule from:
   - Your Department Chairperson
   - The Cultures Program, GUR Committee, or any relevant oversight body
   - Your Dean
   - A&S faculty members also need approval from the Study Abroad Office (contact Josie Brown-Rose)
3. **Send** your course proposal, travel itinerary, and/or third-party contracts to:
   - Office of the University Counsel (contact Evan Bjorklund) to confirm the viability of travel to the country(ies) in question.
     - If you have contract(s) with third-party service providers, the University Counsel must review and approve them.
     - Once confirmed, the Counsel’s Office will prepare **Risk & Release Forms that all registered students, faculty and chaperones must sign.** These forms include: health and insurance information, medical treatment authorization, consent and release statements.
   - Office of the Vice President for Finance and Administration (contact Faith Leahy)
     - This office will verify that insurance riders are available for the country or countries you will be visiting.
4. **Finalize** your estimated costs and determine the per-student cost of the course(s).
5. **Submit** the budget for approval to:
   - Controller’s Office (contact Julie LeBeau)
   - Your Dean
STAGE II: ANNOUNCEMENT AND RECRUITING  
(6-12 months before departure)  
Once you receive approval for your course(s), you may begin to publicize and recruit students. Recruiting starts before the academic calendar for travel course(s) has been published, which poses challenges. Several University offices offer help.

1. **Prepare** a brief document with your contact information, course description(s), itinerary highlights, estimated costs per student, deadlines, websites, and images.

2. **Send** this information to the **Office of Marketing and External Affairs** (contact Deb Porter Savoie), which will:
   - Post the information on the University’s Study Abroad webpage (via Admissions).
   - Design posters and flyers for your course(s).
     - You must provide an account number for printing costs. All print and electronic promotional material must be submitted to Marketing for production before it may be distributed on campus or on University websites.

3. **Contact** some or all of the following to request help in publicizing your course(s):
   - **Study Abroad Office** (contact Josie Brown-Rose) organizes a Study Abroad Fair each semester (usually early October and mid-February) for upcoming travel courses. You may request space at a table to promote your course(s).
   - **Office of Student Activities** (contact Melissa Lambert) can display posters and flyers in the Campus Center and table-tents in the dining hall.
   - **Office of Residence Life** (contact Sean Burke) can deliver posters and flyers to Resident Advisors to post and discuss in residence halls.
   - **Office of First Year Students and Students in Transition** (contact Kerri Jarzabski) can publicize travel course(s) in Freshman Seminar classes and can spread the word to students through the network of Peer Advisors and Freshman Seminar Assistants.
   - **Office of Campus Events** (contact Victoria Nardone) can schedule information tables in the Campus Center for you to publicize your course(s).
   - **Center for Civic Engagement and Office of Learning Beyond the Classroom** (contact Tina Flanagan) can help publicize travel courses with an LBC component.
   - **International Student Coordinator** (Katie Ahlman) organizes a variety of international-themed activities and can help alert students to your course.

STAGE III: PREREGISTRATION  
(3-5 months before departure)  
Because enrollment in travel courses must be assured before the University’s registration period, it is possible to pre-register students in return for a **non-refundable deposit**. It is useful to meet with all deposited students to handle pre-registration steps.

1. Arrange deposits with **Student Administrative Services** (contact Rebecca Sargent).
• Deposits will vary per course, but should be enough to cover any expenses that will still be incurred if a student drops the course (e.g. non-refundable airline tickets).

• Once the registration period officially begins, SAS will register automatically any students with paid deposits in the course(s).

2. Upon pre-registration, ensure that all students and accompanying faculty or staff members immediately begin the passport application process if they do not have one. All travelers must have current passports that will not expire until after the planned date of return.

3. All students must sign Risk & Release forms to participate in the travel course(s).

4. Once preregistration is complete, submit your student roster and the per-student charge for the course(s) to the Bursar's Office (contact Sandy Brault). This enables the students in your course(s) to be billed correctly.

STAGE IV: PREPARING TO TRAVEL
(1-3 months before departure)

As soon as preregistration is complete and your student roster is firm:

1. Purchase airline & other tickets via the Procurement Office (contact Pat Lamere).
   • Airfares often rise nearer to the travel date. The sooner you buy, the better.
   • Procurement will help invoice and submit Purchase Orders for third-party providers.
   • Procurement will help you arrange airport and other transportation, if needed.
   • If travel costs for any unofficial travelers (e.g. family or friends of a faculty member) are included in any University payments, the traveler in question must arrange to reimburse the University through Procurement.

2. Apply for a pro-card (a University credit card) via the Procurement Office (contact Dan DiGloria) if you don’t already have one. It is by far the simplest way to handle expenses while traveling.
   • If you already have a pro-card, inform Dan DiGloria in Procurement of your travel dates as soon as possible to clear your card for out-of-country charges.
   • Upon return, you must submit all expense receipts to Procurement. Attach these receipts to the monthly expense statement Procurement will send you.

3. Submit an International Travel Form to the Procurement Office (contact Pat Lamere) once formal student registration is complete.
   • This form is available in Procurement and online (at wne.edu see: Administrative Services: Procurement Services: Forms).
   • The participants listed on the International Travel Form and related budgets must not include friends, relatives or companions (regardless of age) who do not serve in an official capacity on the trip.
• The University does not provide liability insurance for any person who accompanies official participants but who has no official role in the course.

• Once Procurement approves the International Travel Form, it will be sent to the offices of the Vice President for Finance, the Bursar and the Controller.

4. Submit to the Human Resources Office (contact Joanne Ollson) the course itinerary and list of all faculty and chaperones who will travel for the course. This is to ensure that participating faculty and staff understand appropriate insurance coverage.

5. One month before departure, confirm that the Office of the Vice President for Finance and Administration (contact Faith Leahy) has received and approved the International Travel Form and obtain a travel insurance card from that office.

STAGE V: DEPARTURE
(1-2 weeks before departure)

1. Confirm with Student Administrative Services (contact Rebecca Sargent) that all student participants are still in good academic standing.

2. Deposit all Risk & Release forms in your Dean’s Office.
   • Make and retain copies of the health and insurance portion of each form to carry with you on the trip, in case of emergency.

3. The Office of Public Safety will serve as the primary contact point in case of any emergency because it maintains a 24-hour switchboard.
   • Ensure that students and their families have this emergency contact information.

4. Prepare detailed contact information for all participants during the travel period, including cell phone numbers and emergency contact information.
   • Check the U. S. Department of State Current Travel Warnings (online) for any travel restrictions on your destination country(ies).

5. Email the contact information to the following offices:
   • Assistant to the Vice President for Finance and Administration (Faith Leahy)
   • Assistant to the General Counsel (Evan Bjorklund)
   • Vice President of Student Affairs (Jeanne Hart-Steffes)
   • Director of Public Safety (Adam Woodrow)
   • Procurement Manager (Dan DiGloria)
   • Your Dean’s Office