

### Guidelines for Faculty Traveling Abroad with Groups

1. Faculty planning to escort students and others under the sponsorship of CSUCI outside the United States must submit their proposal to the Director of Center for International Affairs . A preliminary travel proposal must be submitted at least **one year** prior to the date of departure.
2. *Form IA-2 International Group Travel Proposal* must be completed and submitted to the Director of the Center for International Affairs at least **one year** prior to the date of departure. The Director, with the assistance of the Advisory Committee for the Center for International Affairs, will evaluate the IA-2 Travel Proposal.
3. If the IA-2 Travel Proposal is recommended for approval, it will be submitted to the Vice-President of Academic Affairs and to the President for review and approval.
4. The college will not be responsible for reimbursing any expenses or expenditures incurred by the faculty director.
5. All monies collected must be deposited with the CSUCI Cashier. The Support Coordinator for International Affairs and the Academic Resource Office will assist the faculty with all expenditures.
6. Participants in the International Group Travel must complete *Form IA-6 Application for International Group Travel*.
7. The following information and materials must be collected and forwarded to the Director of the Center for International Affairs **6 weeks prior to departure**:
  - a. An itinerary, which includes the names and telephone numbers of all hotels where the group can be reached.
  - b. A complete list of travelers with student ID, home addresses, and telephone numbers.
  - c. *University Activity Agreement, Medical Disclosure and Assumption of Risk and Air Travel Notification Form* signed by each travel participant releasing the college from liability and permission to release personal information.
  - d. Written proof that each student is currently covered or has purchased an insurance plan that will provide a minimum of \$5,000 medical expense coverage and emergency evacuation and repatriation coverage.
  - e. A photocopy of the passport (and visa if necessary) for each traveler.
  - f. A completed *Form IA-6 Application for International Group Travel* for each traveler, providing the names, addresses, and telephone numbers of three family members or friends who can be contacted in case of emergency.
  - g. Trip budget per traveler and for the total project.

**INTERNATIONAL GROUP TRAVEL PROPOSAL**  
**California State University Channel Islands**

1. Name of faculty director: \_\_\_\_\_
2. Countries where travel will occur: (please attach a full itinerary, giving travel dates and all countries to be visited). \_\_\_\_\_  
\_\_\_\_\_
3. Dates of Trip \_\_\_\_\_  
\_\_\_\_\_
4. Attach an outline for the orientation session for travelers. Make sure the orientation includes comments on the security of the country, both politically and medically, as determined from reports issued by the State Department.
5. Attach a statement providing the following information:
  - a. How will the travelers be recruited? Regular CSUCI students should have a recommendation from a faculty member other than the faculty member directing the trip. If a participant is sponsored by a business, a recommendation from the employer should be submitted.
  - b. Give the cost of the trip for participants with an itemized breakdown of expenditures.
  - c. What are the logistical arrangements (housing, meals, transportation, safety/security, etc.)?
  - d. Has research been done to assure that the country to which the students are traveling is safe? Please give a brief synopsis of the status of the security of the country, both politically and medically, as obtained from the State Department within ninety (90) days of travel.
  - e. Attach a copy of any brochures or publicity, which you plan to distribute on and off-campus.
  - f. For whom is the trip designed (CSUCI students, senior citizens, others) and how many people can participate?
6. Have the individuals shown below indicate by their signature that they are aware of and approve your proposal.

Director of CIA \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice-President of Academic Affairs \_\_\_\_\_ Date \_\_\_\_\_

President \_\_\_\_\_ Date \_\_\_\_\_