

CIA

CENTER FOR
INTERNATIONAL AFFAIRS



California State
University

Center for
**INTERNATIONAL
AFFAIRS**

C H A N N E L
I S L A N D S

Short-Term Study Abroad Faculty Guide



UNIV 392 FACULTY GUIDE

Congratulations on your recently approved UNIV 392 or other IRA travel proposal.

This guide was designed by the Center for International Affairs (CIA) to assist you with the process for your UNIV 392 course.

You should have already received an email summarizing your award. If you have not yet received this email, please contact irac@csuci.edu.

CONTACT CENTERS COODINATOR

Contact **Jeannette Edwards**, Center Coordinator:
Jeannette.edwards@csuci.edu | 805-437-2608

Provide the following information:

Course Title

Days & Times of class

Enrollment Capacity

Course Fee

Syllabus & Itinerary

Center for International
Affairs



▼ Budget

You may expend up to the amount allocated by Instructionally Related Activities. Any expenses incurred over and beyond that are the sole responsibility of the program. As the only other source of revenue for UNIV 392 classes is course fees, you must be particularly careful about overages. Proposal sponsors must stay within line item budgets as proposed in IRA allocation.

Any significant modification to your budget **MUST** be pre-approved by the IRA Committee. Requests for additional funds may be submitted to the IRA Committee with plenty of time prior to the trip.

You should familiarize yourself with the IRA Guidelines as items not meeting these guidelines will be denied funding.

Any unspent trip monies will revert to the general IRA fund.

▼ Air Travel

Most air travel is booked through the Cal Travel Store. Any travel booked through the Cal Travel Store phone line will have a \$10 per traveler/per transaction fee. This number is included on the IRA Travel Budget for your convenience.

A CIT# must be obtained before purchasing tickets through the Cal Travel Store. The Centers Coordinator can assist with requesting a CIT# and with air travel reservations. All tickets can only be purchased **AFTER** the student has completed payment with SBS and is in good standing. Also, tickets can only be purchased for the course dates of travel not for personal travel days.

Faculty and students are expected to travel as a group. The course is not intended to assist in student or faculty vacation plans, and often students have not traveled previously by air or internationally. Exceptions will be made only in very rare cases.

▼ Publicity for course and travel

All UNIV 392 courses should be widely publicized to the student body. Diversity of majors among attendees is encouraged and expected whenever possible.

We have an official Instructionally Related Activities (IRA) CI Logo extension. It is expected that all sponsors will display the logo extension prominently on publicity for IRA activities, and will also acknowledge IRA support when announcing, introducing or otherwise publicizing the activity. You may find various versions of the logo extension on the Public (Z) drive > LOGOS folder > Extensions folder > Academic Affairs folder > IRA folder.

▼ Repeat Students

Per IRA Guidelines, the IRA Committee emphasizes that UNIV 392 trip organizers **MUST** take steps in their application process to avoid selecting students who have previously traveled on any previous UNIV 392 trip (to any destination) so that all students may have a chance to participate. In the application process, students should be screened to validate whether or not they have participated previously. Therefore, the CIA requires that faculty request students' unofficial transcripts as part of the application and do not choose students who have already earned credit for UNIV 392.

▼ Guidelines, Policy and Regulations

For courses or activities involving travel for a UNIV 392 course, you must follow all Academic Field Trip Guidelines and University policies including Risk Management specifications. You must review Risk Management Guidelines at: <http://www.csuci.edu/rm/>. You must also complete all required forms available at: <http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm> regarding student participation in field trips. See below for more information. You must also attend a workshop created by the CIA, as required by the Chancellor's Office.

▼ International Travel Guidelines

I. Conduct a Risk Evaluation

International travel should be evaluated to determine if it is safe based on health, political and cultural criteria. Useful web sites for making this evaluation are the U.S. State Department (<http://travel.state.gov/>) and the Center for Disease Control and Prevention. (<http://www.cdc.gov/travel/>) These websites provide status reports on foreign destinations regarding political/cultural and health issues respectively. The UNIV 392 application asks that you look into this issue.

II. Emergency Plan

Create an emergency plan as part of the UNIV 392 application process. This must be shared with the students, and the Centers Coordinator. Risk Management must receive a copy when Foreign Travel Insurance is requested. Ensure that students and any other faculty traveling have information on how to contact you at all times and where to seek medical attention if necessary.

III. Collect Required Medical Disclosures, Air and General Liability Releases

A. Medical Disclosure

Medical disclosure provides an opportunity for the faculty member to be informed about student medical conditions that may need special treatment and also provides a medical record that may be used in emergency situations.

Medical Disclosure and Assumption of Risk form (PDF, 38KB)

(continued)

▼ International Travel Guidelines

(continued)

B. Air Travel Release Agreement

All students participating in CSU-affiliated programs which require air travel shall be informed in writing that participation in such programs is voluntary and that air travel involves risk to personal safety which could result in damage to property, injury, or death. Students shall be informed in writing that the California State University assumes no liability for damage, injury, or death occurring on such voluntary air travel and those students undertake such travel at their own risk.

All students participating in CSU-affiliated programs which require air travel shall be required to acknowledge that they have been informed of the risks of air travel required by such programs and to sign a statement certifying that they have been informed of and undertake such air travel voluntarily with full knowledge of such risks, and release and hold harmless the California State University and related entities from any and all claims and causes of action that the student, or any person(s) claiming through the student, may have against any of the above State entities, by reason of any accident, illness, or injuries, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, the student being a passenger on a flight.

Notice, Release and Hold Harmless form (PDF, 26KB) [Air Travel Liability Release](#)

C. General Liability Release

All participants shall sign a Release of Liability release prior to the trip.

[Release of Liability \(MS Word, 31KB\)](#)

Sponsoring/accompanying faculty must ensure that students follow the code of conduct while participating on any field trip or travel activity.

[CI Student Code of Conduct: student-code-of-conduct.pdf](#)

(continued)

▼ International Travel Guidelines

(continued)

IV. Conduct Orientation for Foreign Trips

Documentation of student attendance is required.

Official pre-departure orientation sign-in sheet (PDF, 47.7KB)

Every trip should require attendance at one orientation meeting (minimum) where the following information should be covered:

- Arrangements for any out-of-country visas, immunizations, etc.
- Discuss travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
- Review background information pertaining to upcoming cultural differences that a student may experience while visiting foreign countries.
- Obtain waivers and health forms.
- Remind participants to carry sufficient personal medication supplies and physician documentation for medication to last the length of travel or to replace medication lost during the trip.
- Review emergency preparedness processes and the crisis response plan.
- Provide current health and safety information to participants (i.e. prophylactic precautions, viral infections carried by insects and how to protect themselves against known infectious disease breakouts – check with the World Health Organization). Provide information about emergency medical assistance, emergency evacuation, and repatriation procedures. Review options for medical insurance coverage for foreign travel.
- Identify health and safety products or services that may not be available at overseas locations.

(continued)

▼ International Travel Guidelines

IV. Conduct Orientation for Foreign Trips (continued)

- Conduct briefings that include information on health and safety, legal, environmental, political, cultural and religious conditions in the host country.
- Communicate codes of conduct for students, addressing such issues as fraternizing, consuming alcohol, controlling activities and conduct during free time. Advise participants of the consequences of non-compliance and take appropriate action when aware that participants are in violation. This will be reviewed in the workshop provided by the CIA.
- Review Center for International Affairs policies and procedures.

Documentation of student attendance is required: Official pre-departure orientation sign-in sheet (PDF, 47.7KB)

Conduct orientation briefings once the destination is reached as well.

▼ Foreign Travel Insurance Program

<http://www.csuci.edu/rm/insurance/foreign-travel.htm>

All faculty, students and staff traveling internationally on CSU business or CSU-sponsored trips are required to utilize the CSU's Foreign Travel Insurance Program (FTIP) coverage.

Foreign Travel Insurance Program benefits include but are not limited to the following:

- General Liability and Excess Auto Liability
- Primary Medical Expense, Emergency Medical Benefits and Evacuation
- Repatriation of Remains
- Political Evacuations and Repatriation Benefit War Risk Coverage
- Accidental Death and Dismemberment Benefit
- Trip Cancellation Coverage

(continued)

▼ Foreign Travel Insurance Program

(continued)

To request FTIP coverage, please ensure the Centers Coordinator has the following information:

- Medical Disclosure and Assumption of Risk form (PDF, 38KB) from each student traveling
- Dates of departure and return
- Name of faculty member(s) traveling with students
- Emergency Contact(s) for faculty member(s) while traveling
- Contact information for faculty member(s) while traveling
- Any special needs

A coverage request form may be used.

Foreign Travel Insurance Request (PDF, 111KB)

Current Premium Rates for Faculty/Employees

**Note – The Business and Financial Affairs Division is currently covering payments for Foreign Travel Insurance.*

\$60.00 Trips up to 15 days duration per trip/employee

\$75.00 Trips up to 30 days duration per trip/employee

Current Premium Rates for Students/Others

\$50.00 Trips up to 15 days duration per trip/student

\$60.00 Trips up to 30 days duration per trip/student

Program Administered By

This insurance program is administered by:

ACE Travel Assistance Program

1-800-243-6124 (Inside the USA)

1-202-659-7803 (Outside USA Call Collect)

Email: OPS@europassistance-use.com

(continued)

▼ Foreign Travel Insurance Program

(continued)

It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler; providing information should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned.

For the most current high hazard/travel warning information, please check the State Department website and the High Hazardous Country List (PDF, 13.1KB) Should you have any questions, please contact Risk Management at (805) 437-8846.

▼ Reporting & Evaluations

i. All faculty sponsors must complete and submit an IRA report (on official IRA template) via email at the conclusion of their activity. The IRA report form can be found at: <http://www.csuci.edu/ira/application.htm>

ii. Participating students must complete evaluations of their trip.

iii. Sponsors are expected to bring the experience and/or benefit of the activity back to the CI community as a whole. Typical events may include presentation of photos, research posters, and student stories. You are highly encouraged to present along with other trips or at large venues such as the SAGE forum that are highly attended and bring together multiple programs and disciplines, as well as, at the UNIV 392 Poster Sessions held during International Education Week in the fall and spring. Please provide the Centers Coordinator, Jeannette Edwards, with the information about any presentations so that the Center for International Affairs may publicize them.

Faculty Checklist

1. Grading and Graduation

b. Extended Ed (Summer) trips

- i. Faculty must meet with Gary Berg first
- ii. Extended Ed will schedule class
- iii. Extended Ed fee and Course Fee are needed

2. Set up the course in PeopleSoft.

a. Set up Course

- i. Have your program analyst set up the course in PeopleSoft

b. Set up Course fee

i. Course fee revenue is set by faculty to pay difference for the trip (what IRA will not cover). Use the IRA and Center for International Affairs budget forms to come up with a course fee. Talk to the Centers Coordinator if you have questions during your calculations.

ii. It is suggested that you add in a small “cushion” (\$100-\$200 per student is not unheard of for lengthy international trips) to cover any unexpected costs or price increases.

iii. Course fee equals total budgeted trip amount PLUS any other unaccounted for expenses, minus IRA award. Total course fee divided by number of students traveling equals course fee per student.

iv. If trip is scheduled for summer, don't forget to add in the price per class unit via Extended Ed. This is not needed if trip is scheduled during the regular academic year.

v. In the past, the University has generally covered the cost of trip insurance. Hopefully this will stay the same. See above for FTIP rates-- usually \$50.00-\$60.00 per traveler.

(continued)

Faculty Checklist

(continued)

Once course fee amount is set, the course fee needs to be set up with Student Business Services.

- c. Provide program analyst with the answers to the following questions:
 - i. Course Information
 - ii. Fee
 - iii. What is the payment timeline/ deadline for these students to pay?
 - iv. What happens if they don't pay by the deadline
(Will you disenroll them from the class or will they get a late fee?)
 - v. Faculty names involved with this trip?
 - vi. Who should the students contact if they have questions?
 - vii. How were the students informed of all the fee information pertaining to this trip? Verbally or via email?
- 3. Set up Initial Planning Meeting with the Centers Coordinator
 - a. This meeting should be done as far in advance of the trip as possible to avoid price increases.
 - b. Faculty should make sure they have ready the following information:
 - i. IRA Amount Awarded
 - ii. Course Fee Amount
 - iii. Copy of Award Letter Email with Accounting string
 - iv. Copy of IRA proposal
 - v. Quotes for desired travel vendors
 - vi. Dates and timelines

(continued)

Faculty Checklist

(continued)

c. Discuss the following with the Centers Coordinator:

i. Course fee Amount

ii. Any new or additional expenses other than listed on application?

iii. Are there any new vendors involved that you/we have not used before? The Centers Coordinator must have new vendor fill out 204 Payee Data form, which is turned into Procurement.

iv. What is the payment timeline? Faculty must give Centers Coordinator copy of any invoices IMMEDIATELY and inform as to any due dates (ie. Payment due dates, agreed-upon payment method)

4. Travel Authorization form for faculty members and students;

a. At the beginning of the semester in which the travel is occur, the Centers Coordinator will prepare Travel Authorizations (also available on the Accounts Payable Website) for EACH faculty member traveling + number of students traveling.

b. Four signatures are required on the Travel Authorization form:

i. Traveler

ii. Chair

iii. AVP

iv. Provost

v. President's signature is required for all international travel

c. Faculty must sign in a timely fashion.

(continued)

Faculty Checklist

(continued)

- d. The Centers Coordinator will email scanned copy of TAs to Karina Cruz in Procurement (karina.cruz@csuci.edu).
- e. Karina gives us CIT #.
 - i. She usually sends a scanned copy of the TA with the CIT noted in the comments.
 - ii. This number is needed for booking flights through Cal Travel Store.
 - iii. The Centers Coordinator will scan/save signed copy and place in digital files, as well keep an original in the file

5. Foreign Travel Insurance Coverage

- a. Faculty should view: <http://www.csuci.edu/hr/internationaltravel.htm> for Risk Management Guidelines for International Travel
- b. For concerns or questions regarding Risk Management faculty should contact Katharine Hullinger in Risk Management (437-8846 / (katharine.hullinger@csuci.edu)) prior to travel

(continued)

Faculty Checklist

(continued)

c. Faculty should provide the following information to Centers Coordinator.

- i. Name of the faculty member(s) traveling
- ii. Email and cell phone number for the traveling faculty
- iii. Destination(s)
- iv. Purpose of travel
- v. Dates of travel: departure and return
- vi. Number of students traveling
- vii. Names of traveling students
- viii. Names of travellers not employed by, or enrolled at the University
any special needs relative to the travel.
- ix. Detailed itinerary

Centers Coordinator will email information to Katherine Hullinger in order to obtain foreign travel insurance coverage.

Katharine Hullinger will email proof of insurance for the trip.

Faculty should distribute a copy of proof of insurance to all students.

Each student to keep with them at all times while traveling.

d. Centers Coordinator will keep records of all documentation and student information. A digital file will be provided to the faculty lead.

6. Travel Coordination

a. Air travel arranged and paid

i. No tickets can be purchased until all students have paid their course fee.

(continued)

Faculty Checklist

(continued)

ii. PeopleSoft access to student information is need in order to be able to check this.

iii. Coordinate airline ticket purchases with the Centers Coordinator

iv. You will need: dates, location, names of all travelers as they will appear on passport, DOB and gender.

b. Lodging arranged and paid

i. How to pay:

ii. ProCard-Travel related costs usually not allowed on Procard but special permission can be obtained to use it. Contact the Centers Coordinator.

iii. Check Request/PO . Group contract can be arranged.

iv. Wire Transfer. The Centers Coordinator can assist you with wire transfers.

c. Ground Transportation arranged and paid

i. To/From airport (LAX)

ii. To/From airport (Abroad)

iii. Around country

d. Cultural Activities arranged and paid

i. Museums

ii. Entrance Fees

iii. Instruction in Country

iv. Note: For some of our more exotic trips, sometimes the faculty member has already found an outside vendor with an all-inclusive package. This greatly simplifies things. (See Taiwan, Spain, Costa Rica Files, etc.)

(continued)

Faculty Checklist

(continued)

7. Student Paperwork

- a. All mandatory student paperwork is available on the UNIV 392 page (<http://www.csuci.edu/cia/international-experiences.htm>)
- b. Or on the Risk Management Website:
<http://www.csuci.edu/rm/insurance/foreign-travel.htm>
- c. Faculty must distribute blank paperwork to students in a timely fashion and collect signed copies of:
 - i. Code of Conduct
 - ii. Medical Release Medical Disclosure and Assumption of Risk form (PDF, 38KB)
 - iii. Hold Harmless Notice, Release and Hold Harmless form (PDF, 26KB) Air Travel Liability Release
 - iv. General Liability Release Release of Liability (PDF, 953KB)
 - v. Copy of Passport
- d. Faculty will give signed paperwork to Centers Coordinator.
- e. Centers Coordinator will retain copies and make copies for faculty as needed.
- f. Complete Short-Term Travel Study Checklist available on Faculty resources page of our website (<http://www.csuci.edu/cia/facultyresources.htm>) submit to the Centers Coordinator to obtain all necessary signatures.
- g. Ensure the Centers Coordinator has the following:
 - i. Emergency contact for faculty
 - ii. Faculty contact information while traveling
 - iii. Itinerary

(continued)

Faculty Checklist

8. Post Trip

a. Faculty must submit approved expenses to be reimbursed.

i. Expenses are reimbursed via Travel Expense Claim (TEC). Form is available at <http://www.csuci.edu/accountspayable/forms.htm>

ii. Faculty members must turn in translated receipts with dates and a detailed description of the expense, and whether expenses were personal or for student group.

iii. It may be a good idea for separate TEC's to be submitted for group and faculty personal expenses

iv. International per diem can be used for individual food costs if approved by IRA and there is enough money in the budget to cover. This should be discussed prior to departure. Per Diem rates are available through a link on the TEC form.

v. Group meals are covered under "Other travel expenses"

vi. Accounts Payable (Myrna StaAna and Andre Borghetti) are a great resource

vii. If trip has a personal component, that aspect of the trip may be taxable.

b. It is the faculty's responsibility to make sure that all receipts and final expenses are submitted to Centers Coordinator as soon as possible after trip, within 30 days.

i. Coordinator shall keep Master Spreadsheet tracking all expenses.

c. Other helpful information:

i. IRA funded trips are required to hold poster or other campus sessions as part of their final project. Trip funds can be used for this if there is money left in the budget.

The Centers Coordinator can help answer any questions.

Jeannette Edwards | jeannette.edwards@csuci.edu | 805-437-2608