

W&J Faculty and Staff *International Travel Policy*

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W&J Faculty and Staff *International Travel Policy*

Introduction

This policy is intended to provide W&J faculty and staff members with guidance in regards to College-affiliated international travel. It also outlines procedures and expectations surrounding health and safety, budgeting and travel authorization.

In addition to guidelines and regulations laid out in the employee and faculty handbooks, W&J faculty and staff are expected to adhere to this policy anytime that they travel internationally as a representative of the College. (I.e. traveling internationally using institutional funds). This includes travel with or without students such as Intersession, volunteer programs, grant-funded travel, summer travel, site visits, international conference attendance, etc. Any exceptions must be sought in advance.

Questions and concerns should be addressed to:

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Associate Dean of Graduate Studies and International Programs

Senior International Officer for W&J

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International Travel Authorization for W&J funded Programs

Before traveling as a representative of the institution, W&J faculty & staff must obtain authorization from the appropriate agent. The following list provides a guideline for approval, based on the type of international travel.

Special Procedures for Travel to locations on the US State Department Warning list

Before making any travel plans, consult the US Department of State's website at www.travel.state.gov to ensure that there is not a state department-issued travel **warning** issued for your intended location(s). If there is, follow the procedures outlined [LINK](#) to procure authorization prior to making significant travel arrangements.

Travel Intersession courses are approved to run by relevant department Chair or program director *and* by the CPC. No further authorization is needed.

Grant-funded faculty travel shall be designated as approved when the Vice President for Academic Affairs signs off on the grant proposal. Funding reimbursement must follow general guidelines laid out in this document. Additional funding stipulations may be made by the granting agency.

Summer travel courses shall be designated as approved when Academic Affairs posts the summer travel course in the course catalog.

International Conference travel shall be approved by the Vice President for Academic Affairs.

Alumni trips shall be approved by the Office of Alumni Relations

Official site visits shall be approved individually by the Director of Study Abroad, who initiates planning for all official site visits.

Service programs traveling internationally are authorized by the Vice President for Student Life or designate.

Student organizations traveling internationally are authorized by the Vice President for Student Life or designate.

Admissions / Recruitment-related travel is approved by the Vice President for Enrollment.

Other international travel will be authorized by either the Vice President of Academic Affairs or the President.

Recruitment and Student/Group Travel Leader Ratio

Faculty / student ratio for credit bearing courses

A minimum of six students per faculty member are required for a *travel intersession courses* or summer travel courses. Further, a single faculty member may not lead more than 20 students on a program without an additional instructor.

Ratios for noncredit programs or student organization service programs may be determined by the approving agent.

Recruitment

When traveling with students, faculty members are responsible for securing enough participants to make the program financially feasible.

Permitted Program Participants

Individuals considered to be “affiliated” with W&J and therefore permitted to participate in official international programs include:

- Faculty
- Staff
- Full and part-time students
- Alumni
- Immediate family members of Group Travel Leaders (spouses, domestic partners, and children of Group Travel Leaders).

Individuals not included in this list are excluded from participating in W&J-funded international programs.

Note: Local guides or experts may be hired to accompany the trip. Alumni trips may include all of the groups listed above and the family and friends of trip participants, subject to the approval of the faculty trip leader and the Office of Alumni Relations .

Requirements for including W&J-Affiliated participants beyond faculty of record and participating students:

- Including affiliated participants may not negatively impact the student experience, learning outcomes or cause foreseeable modifications to the program itinerary.
- Affiliated participants must complete the Traveler Information Survey & the appropriate Waiver/release/agreement
- W&J will not be responsible for arrangements or costs associated with affiliated participants, nor may any associated costs be passed onto students.
- A primary caregiver other than the Group Travel Leader must be assigned to any children under 18 traveling with the group.
- Affiliated participants may not represent W&J in any official capacity unless employed by the college and significantly contributing to the program.

Insurance & Forms

Insurance is required for any student, faculty or staff member who engages in W&J-affiliated travel. W&J uses Cultural Insurance Services International (CISI); coverage under the College's policy is currently allocated in 30-day increments. This coverage is primarily international health insurance but provides some delay and refund benefits as well. Arrangements are made through the Director of Study Abroad, who can provide full coverage details.

Group Travel

Group Travel Leaders: must complete and/or submit the following no later than 30 days before departure:

- [W&J Traveler Information Form](#)
- Obtain a .pdf file of a copy of each participant's passport, including yours.
- [Insurance Spreadsheet](#) which must be returned electronically to the Director of Study Abroad. This will serve as a participant list and should include *everyone traveling*, even Group Travel Leaders. Each participant will receive their insurance materials via email directly from CISI, our insurance provider.
 - Both the insurance spreadsheet and passport copies should be sent by email to StudyAbroad@washjeff.edu.

Student participants must complete the following no later than 30 days before departure:

- [W&J Traveler Information Form](#)
- [Student Intersession Safety and Waiver Survey](#)

Non-student participants must complete the following no later than 30 days before departure:

- [W&J Traveler Information Form](#)
- [Non-student Participant Safety and Waiver Survey](#)

It is the responsibility of the Group Travel Leader to ensure that all participants complete the relevant forms and the survey no later than 30 days prior to departure.

Individual Travel

Faculty / Staff traveling individually must complete the following no later than 30 days before departure:

- [W&J Traveler Information Form](#)
- [Insurance spreadsheet](#), which must be returned electronically to the Director of Study Abroad

Pre-Departure Orientation

Group Travel Leaders must provide pre-departure orientation for programs with students. These orientation session(s) should include the following.

- A review of the necessary travel documents for entry into the country
- Setting of program expectations and goals for students
- A discussion of what it means to represent W&J abroad and a review of the student code of conduct
- Setting of academic goals and learning outcomes (if applicable)
- Provision of health and safety information including what to do in an emergency
- Provision of cultural information about host country
- Provision of logistical information (money access, contact information, etc.)
- Provision of culture shock and re-entry shock information
- Passport information. Students are responsible for obtaining a passport that will be valid six months past the date of return, as well as securing any necessary visas and immunizations. Failure to receive a valid passport, visa, or immunization is not the responsibility of W&J and may preclude a student from participating. This information should be disseminated to participants early to avoid problems.
- Location of nearest US Embassy in the host country, as well as any local emergency numbers (i.e. the equivalent of 911 in the US)
- Instructions on enrolling in the Smart Traveler Enrollment Program (S.T.E.P.) at <https://step.state.gov/step/>
- A review of the [Student Intersession Safety and Waiver Survey](#)
- An explanation of FERPA; they may choose to set up a password with the Registrar's Office before departure in case any issues crop up during the program.

Group Travel Leaders' Availability and Responsibilities to Students

Group Travel Leaders must be accessible to students for the duration of the program and be willing to serve as a point person for any complications. Group Travel Leaders must make overall well-being of students a priority and act in their best interests at all times.

It is critical that Group Travel Leaders realize that while travelling, issues may arise that are outside of their typical realm of responsibilities (homesickness, culture shock, injuries/illness, disagreements among participants, housing issues, adjustments to new foods, loss of passport, etc.). Group Travel Leaders must be prepared to resolve a myriad of potential issues and have a plan in place should they occur.

Documenting and Working Through Student Misconduct

Pre-set expectations should be used as a tool for conversation. A suggested starting point would be the W&J Student [code of conduct](#) or the [Student Intersession Safety and Waiver Survey](#). Additional conduct expectations may be augmented during pre-departure orientation for the specific area in which travel will occur and must be submitted to students in writing.

All instances of misconduct must be documented in writing and reported to the home campus through the approving agent. The Group Travel leader has sole discretion to determine penalties for serious misconduct including program dismissal and academic penalty. Group travel leaders should follow procedures outlined in the “Communication with W&J while traveling” section for maintaining appropriate communication with W&J cases of misconduct.

Finances

Allowable and Unallowable Expenses

Allowable expenses consist of necessary costs incurred to allow a program to run successfully. Examples include accommodations, classroom usage fees, airfare for the Group Travel Leader and participants, local transportation, meals, museum fees for lessons, guide fees, faculty participation in program events, etc.

Unallowable expenses are expenditures that are not essential to the success of the program. Examples may include personal entertainment for the group travel leader(s), souvenirs, expenses for friends and family of the group travel leader. Programs that are funded by student fees may only cover the expenses of the paying participants and allowable expenses for the instructor. Faculty and staff should be aware that some grants have specific lists of non-allowable expenses. Funds from the faculty development fund have [specific guidelines for reimbursement](#).

Billing and Outlays

- Group Travel Leaders authorized for group travel (typically through CPC for intersession courses) should contact the Business office and request the creation of a program account.
- A list of students and the amount to be billed should be given to the Bursar.
- Group Travel Leaders must request sufficient deposits to cover non-refundable expenses such as airfare.
- In most cases, students must make deposits toward the cost of their participation in programs before funds can be released to the Group Travel Leader.

Budget

Group Travel Leaders and any faculty/staff traveling independently should use the [international travel budget sheet](#), as a guideline to plan for program expenses. The budget sheet should be presented to the appropriate authorizing agent when seeking approval for the program.

In order to create a billable account for group travel, have the appropriate authorizing agent (see page 2) contact Heather Breedlove, who can be reached via email at hbreedlove@washjeff.edu.

Expense Reports & Reimbursement

An Expense Report should be submitted within four weeks from the date of return in order to receive reimbursement. Please note the following:

- The expense report should be accompanied by receipts and should have amounts converted into US dollars. Faculty / Staff should use the documented, current (at the time of the program) exchange rate when converting foreign currency to dollars for reimbursement.

- All allowable expenses must be documented in order to be reimbursable.
- Every effort should be made to collect itemized receipts for allowable expenses.
- All receipted, allowable expenses should be numbered and ordered by date.
- Non-receipted expenses totaling less than \$25 per instance can be itemized by traveler through personal records. This may include meals or taxi trips for which no receipt was given.
- If travel is required to a region where receipts are generally not given, consult in advance with the authorizing agent in order to provide sufficient documentation of expenses.
- Items purchased using the college credit card can be submitted using a card statement as proof of documentation.
- Faculty / Staff are encouraged to use PNC Bank exchange services or seek out the best possible exchange rate (as opposed to airport exchange services). Use of an ATM card with no fees typically provides the best exchange rate.
- Faculty and staff should be aware of currency import limitations and fees
- The College will make available debit/credit cards from PNC bank that will charge directly to the relevant account. Contact the Bursar well in advance of the program to secure a college credit/debit card for international travel.

Depending on the type of program the recipient of the expense report will vary:

- Intersession & Other Billed group travel > Business Office
- Grants > VPAA
- Summer > Academic Affairs
- Conferences funded by FDC> FDC travel fund officer
- Other > VPAA / President
- Official Site Visits > Director of Study Abroad

Student Payment and Refund Guidelines

All payments for faculty/student programs must be made through the business office. Students may not pay faculty or Group Travel Leaders directly. A deposit will be due to hold a student spot (non-refundable in most cases). An additional deposit or payment (non-refundable) may be required to purchase airfare. Fifty percent of the balance is due three months before the departure date. Any remaining balance is due one month prior to departure.

In the event that the travel course is cancelled, all fees and student payments will be refunded. If a student withdraws from the course, no refund will be given. Program insurance also includes an emergency refund/ program cancellation policy, but an individual refund policy should be given to the students.

Surplus funds from a program involving students will be refunded to the students no later than the end of the fiscal year.

Students receiving cash outlays should sign a “receipt” for the cash payments received during travel [LINK TO FORM](#) Students must return receipts and any unused funds to their instructor within two weeks.

Health & Safety

Faculty and staff members, whether traveling individually or with students, are responsible for obtaining health and safety information about the country or region they will visit. Specifically, the following sources should be consulted at a minimum, in addition to other preparational research:

- Center for Disease Control (CDC)
 - www.cdc.gov
- US State Department
 - www.travel.state.gov
- World Health Organization (WHO)
 - www.who.int

All travelers should also enroll in the Smart Traveler Enrollment Program (S.T.E.P.)

- <https://step.state.gov/step/>

Title IX

Washington & Jefferson College is committed to maintaining a learning, working and living environment free from all forms of sex discrimination, sexual harassment and sexual violence. Sex discrimination, sexual harassment and sexual violence are specifically prohibited by W&J, as is retaliation for having brought forward a concern or allegations under this policy. This [policy](#) is applicable on W&J's campus as well as on any W&J-funded international travel programs.

Should there be a concern about [Title IX](#) or an incident, contact Director of Human Resources, Robert Allison via email (rallison@washjeff.edu) or by phone at (724) 250-3539.

Communication with W&J while traveling

Group Travel Leaders must be reachable by W&J via phone or email for the duration of the program. If traveling to a region where this is not possible, Group Travel Leaders or individual travelers should make prior arrangements for emergency contact.

In all cases of student misconduct, emergencies, injury, or crime, Group Travel Leaders are responsible for communicating with W&J as soon as possible.

Information to be included in the report includes

1. Location, Date, and Time of incidents
2. Person(s) involved
3. Immediate Consequences of Incident

For emergencies, please follow the emergency contact procedures. For other incidents, please notify the Director of Study Abroad, skochuba@washjeff.edu with the initial report.

A full report and discussion will be needed in most cases, but this guideline provides for a quick way to communicate with W&J regarding the essential aspects of any incident.

In Case of Emergency

Emergencies during international travel can range from minor incidents such as a stolen passport to very serious events that endanger student welfare.

Examples of emergencies (not a comprehensive list):

- lost or stolen passport(s)
- student disappearance or kidnapping
- physical assault, sexual assault or robbery
- automobile or public transportation accident
- political coup
- natural disaster
- medical needs beyond minor injuries or illness
- development of severe mental or emotional distress
- terrorist attack
- arrest of a student by local police
- implementation of US State Department-issued travel warning

Steps to take in the event of an emergency:

1. Take action to secure the immediate safety of all program participants.
 - Actions to take will vary on the situation, but could include seeking police or US embassy protection, obtaining medical attention, etc.
2. Once every reasonable action has been taken to remove participant(s) from danger or to mitigate the situation to the best of their ability, the Group Travel Leader or individual staff/faculty traveler should notify W&J Campus & Public Safety by phone at **724-223-6032** as soon as possible. This phone is answered 24 hours per day.

If access to a phone is not readily available: email the Chief of [Campus & Public Safety](#), Rob Cocco at rcocco@washjeff.edu with a CC email to Eva Chatterjee Sutton, Vice President & Dean of Student Life, at echatterjeesutton@washjeff.edu and Sara Kochuba, Director of Study Abroad at skochuba@washjeff.edu.

Please note:

- Campus & Public Safety will notify Student Life and other relevant parties on campus
 - Should it be necessary, Student Life will notify the emergency contacts for any involved student participants. Student Life will be the main point of contact for students' emergency contacts.
3. Once the emergency has been reported, keep W&J Campus & Public Safety and the Office of Study Abroad abreast of any changes/updates to the situation as is feasible.
 4. The Senior International Officer will coordinate any decisions to evacuate, etc. with the involvement of senior staff, the Group Travel Leader, and the insurance carrier.

In the event of an ongoing crisis (such as a natural disaster, political or terrorist threat), after taking steps 1-3 above, Group Travel Leaders should continue to send regular and frequent updates on the situation to W&J Campus & Public Safety. They should also seek guidance from the nearest US consulate or embassy, following any instructions or procedures outlined for them.

In the event of an emergency where US citizens or any foreigners are targeted, Group Travel Leaders should instruct students to maintain as low of a profile as possible, to avoid drawing attention to themselves, and to avoid any known areas of conflict or demonstrations within their host location.

In the event of a natural disaster, follow the instructions of any emergency responders on site.

All expenses incurred in navigating an emergency situation will be reimbursed. The safety and security of the group are paramount.