

	Checklist for travel abroad http://www.cpcc.edu/study-abroad
	Read carefully the CPCC International Travel Procedures and the study abroad EAP (emergency action plan) found on the website. All forms are available on the website above or contact Nadine.russell@cpcc.edu
	Fill out the CPCC Authorization to travel form and the Request for International Travel with Student form and have these approved and signed by Division Director, Dean, Vice President for Learning, and College President. All international travel must be approved by the President's office. This must be received at least 3 months prior to departure date. You must have your approvals prior to publicizing to students.
	Decide exactly what course(s) are appropriate to your study-abroad program. All those participating must sign up for a CPCC course either for credit or audit. It could be a CCE course, CUL8998 has been used. HUM 120 may be used for a credit bearing course. All participants must be 18 or older and registered for a course.
	Research and arrange travel and lodging so as to set the price per participant. You may do this yourself or work with a third party provider/vendor. If not working with a vendor, \$100 study abroad (non-refundable) fee charged with the application. This fee goes towards instructor travel. Other instructor costs might also need to be factored in when not using a vendor. Vendors will automatically build in instructor expenses. Think about the money exchange price. There is a conversion link on the study abroad website that you will find useful. CPCC approved international travel insurance is a required expense for all participants and must be built into the total cost with or without a vendor. It is a very reasonable weekly price.
	Figure out additional instructor expenses such as your subsistence expenses and indicate these on the Authorization to Travel Form. You may also need cash for taxis, cell phone time with students or unexpected emergencies that cannot be put on AMEX or P-card. Ask if your Division will agree to these unexpected expenses. Michael Moss can approve an "accompanying instructor's" P-card be used for travel needs. The AMEX card is not always accepted. Receipts are kept and are submitted.
	Create an application form or adapt the one we have on file to fit your program. Vendors will have one for you.
	Create a page with the program details (or let us link your vendor's information page) to put on the CPCC study abroad website. This link is publicized and communicated to potential participants and will save you much time explaining trip details. Take a look at the websites for our other programs to get an idea for your website.
	Set up a payment schedule. Set deadlines. Put these on the website. Keep track of student payments.
	Even with a vendor, you will need an account number within your Division for payments toward your program abroad. If working with a vendor, payments will go directly to them except for our required insurance. Communicate the account number to cashing and ask them to expect these payments. Communicate the account number to participants and make sure the cashier scans a receipt to you. Participants can pay with credit card and cashing scans receipt to you. Give your new account a distinctive name so the cashier does not put the money in the wrong account. It is important to give this account number to the participants to use when making payments.
	Make sure all participants have valid passports (they take a copy with and give your office a copy to file)
	Make sure all participants have individually registered name/trip with Dept. of State.
	Make sure all participants have individually gone to the Dept. of State Website to view travel warnings.
	Make sure all participants have individually gone to the Center for Disease Control Website to check for any warnings. (We have a completion form for them to sign that they have done the four tasks above)
	Waiver forms must be signed by all participants. One of these must be notarized. You will hold a mandatory pre-departure meeting in order to prepare students, review conduct expectations and responsibilities, go over the waivers and have them signed and notarized. You will either have a notary at your meeting, or have students bring this document to your meeting fully notarized. You could send them the waivers ahead of time and have them bring them all to the meeting signed.
	Instructors also sign an agreement form listing their responsibilities. This includes familiarization with the EAP (emergency action plan). Bring a copy of the EAP with you when travel.
	After your deadline, and at least 3 weeks prior to the departure, send your final roster with ID#s and birthdates to Bridgette Billings who will order the insurance cards for the students and for you. She will also need copy of your approval forms. Send final roster to Director of International Learning and to VP for Learning.
	Students are supplied with a syllabus as for any other course.
	Give each student his/her insurance card with instructions to activate it. Bridgette Billing will send these to you. Participants must carry with them their passport, emergency numbers and insurance card. Students are also advised to bring copies of passport, credit cards, prescriptions, insurance card. They are advised to contact bank to advise that they will be using ATMs abroad.
	Families/friends are supplied with an itinerary and information on how to reach their child or spouse or friend abroad (dialing abroad from USA).
	Student waivers, emergency contact information and passports are carefully filed in your Division Office or other appropriate and accessible location. Please submit these to Nadine Russell for review prior to filing.
	Instructors also bring with them emergency contact information and health information for each student. EAP has important college contact information.
	Upon return, instructors submit expense receipts and grades. You may want to require a reflective paper of each student upon return. This could be part of their final grade. We have also had our participants write daily journals reviewed by the accompanying instructor.
	Other: Ask students to wear a watch! Ask students to have tried and true walking shoes rather than flip-flops.

Let me know if I can help further. Nadine Russell X 6167 OC303

If you know a "global partner" institution, we would love to contact them for virtual communications!