

Travel Planning Checklist – Faculty

24-12 Months Prior

- Review “Planning Essentials” document
- Meet with travel coordinator
- Plan exploratory travel (consult ISOS)
- Submit exploratory travel proposal (Mar 1)
- Submit course proposal, if part of a *new* course (Mar 31)

Summer Prior

- Complete exploratory travel (Jul 1)
- Draft budget for travel component course proposal (Aug 1)
- Seek co-facilitator

Fall Term

- Submit full travel component course proposal (Aug 31)
- Offer informational sessions
- Circulate and review applications
- Deliver final “reasonable cost of travel” figure to Financial Aid (and students)
- Oversee permissions for travel component course registration
- Confirm all members of group have passports (research necessary visas)

Late fall to Early Spring Terms

- Book airfare
- Book accommodation
- Arrange local ground transportation
- Communicate final travel balance to students
- Obtain health insurance that can be used overseas (all group members)

- Prepare for financial needs while traveling
- Register travel with International SOS – and *ensure* all group members do

The Final Countdown

- Emergency Plan
- Legal waivers
- Mobile phones that work abroad
- Atlanta airport parking/ ground transportation
- Students needing to stay in dorms?
- Have all payments have been made?
- File incomplete grades where applicable
- Conduct pre-departure orientations
- File for cash advance if necessary (e.g., tips, etc.) – deposit/withdraw/ order currency accordingly

While In-country

- Conduct in-country orientation upon arrival
- Communicate plans and emergency meeting locations daily
- Keep detailed expense record
- Evaluate student work

Upon Return

- Submit expense reports and other records of travel
- Submit grades