

# Month-By-Month Travel Planning

## 24-12 Months prior

Review opening sections of “Planning Essentials” document.

**Exploratory travel planning:** Consult [ISOS](#) for in-country information, required immunizations, and travel warnings and safety tips. Allow enough time for certain vaccines to take effect.

Submit **exploratory travel proposal** with detailed budget, travel plans/itinerary, and rationale to Dean of Oxford College and Dean of Academic Affairs (currently Bowen and Anderson). Proposals accepted and considered on rolling basis. *Final* deadline for proposals: **March 1**.

If planned student travel will be a component of a NEW course, the **course proposal** must be submitted to the division by **Mar 31** for consideration at last Spring division meeting.

## 12-9 Months prior

Complete exploratory travel by **July 1**. Communicate exploratory travel results and work into **travel-component course proposal**.

Prepare **travel cost estimate**. Draft budget for course proposal should be completed by **Aug 1**. See “Planning Essentials” for more information.

Seek a Faculty/Staff **co-leader** early!

## September prior

If travel component is part of an EXISTING course, the **full proposal for the course (with preliminary budget)** is due to division and travel coordinator by **Aug 31** for consideration at the first September division meeting. Decision notification in late September.

Plan **informational sessions** as soon as any positive decision notification is received. Strive to offer more than one session by end of October, each at different times of day. Advertise widely. Open application period.

## October prior

**Final “reasonable cost of travel” figure** provided by instructors to Dean of Financial Aid (Jennifer Patil) *and* to students where applicable. **Financial aid** calculated and **student cost and deposit cost** provided to students prior to Spring registration.

## November prior

Students **register** for travel-component course on permission-only basis. Permission numbers provided to eligible/selected students based on evaluation of application.

Students pay **\$150 deposit** to hold space in program within 24 hours of registering for travel-component course (refundable). This deposit will be applied to non-refundable deposit amount in January.

As students register, confirm that all members of the group have up-to-date **passports**. Obtain any necessary [visas or permits](#) for your destination. See “Planning Essentials” for key guidelines.

## December prior

**Book airfare** through one of [Emory’s three air travel agencies](#) after obtaining necessary departmental approval for your travel. **Book accommodations**.

Arrange local **ground transportation** at your international destination. If you are renting a car, review driver’s license and insurance requirements.

## January prior

**Non-refundable deposit**—15% of total travel cost—due at close of schedule adjustment (“add/drop/swap”).

Final travel balance communicated to students.

*Spring break travel:* **Final travel balance DUE from students Jan 31**

Make sure all group members obtain **health insurance** that can be used overseas.

Prepare for financial needs while traveling (see “Planning Essentials”).

Create a profile for yourself and **register your travel with ISOS**; ensure each group member creates an ISOS profile as well.

Consider registering your travel with destination embassies/consulates using the State Department’s free [Smart Traveler Enrollment Program](#) (STEP).

## February prior

Develop an **emergency plan**. See “Planning Essentials” for what to include.

Ensure all travelers have signed any required **legal waivers**.

**Phones:** Arrange for [mobile phones](#) that will work at your destination.

Plan for [Atlanta airport parking](#) or ground transportation. Work with residence life if students need to stay in dorms before departure.

*Spring break travel:* conduct pre-departure orientation; file cash advance request if applicable

## March

*Spring break travel* departs | Conduct in-country orientation

*May travel:* **Final travel balance DUE from students Mar 31**

## April

*May travel:* conduct pre-departure orientation; file cash advance request if applicable.

## May

*Spring break travel:* Submit grades

*May travel:* File incomplete grades with registrar

*May travel* departs | Conduct an in-country orientation

## Contacts

**Travel Coordinator**  
Jill Petersen Adams

**Academic Affairs**  
Ken Anderson

**Financial Services**  
Stephanie Allen, Debra Colbert

**Financial Aid**  
Jennifer Patil