



# **Travel Guidelines**

For

**International Service Learning  
& Faculty Led Programs**

**Revised 01/25/2011**

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## **Travel Guidelines – International Service Learning & Faculty Led Programs**

**Purpose:** To establish travel guidelines associated with reimbursement of travel, subsistence and related expenses in the event monies are collected from students for international service learning & faculty led programs. These guidelines are in accordance with PASSHE Board of Governors Policy 1986-07-A-Travel Expense Regulations.

**Guidelines:** Guidelines will be followed for processing various international service learning & faculty led programs. Exceptions will be evaluated on a case by case basis. **The responsible VP/Dean must approve all international service learning & faculty led programs and any miscellaneous food purchases not subsistence related.**

### **Definitions:**

International Service Learning & Faculty Led Programs – Any international travel taken by a student(s), sponsored by a faculty/staff member, and approved by the appropriate VP/Dean. **For liability purposes, individuals not employed by the University or enrolled as a student are not permitted to participate in these programs (i.e. spouses, friends, etc.) at the expense of the University or with student collected funds.**

### **Procedure for Faculty/Staff Advisor planning program:**

**Complete the “International Service Learning & Faculty Led Program Form”** (Appendix A) and **attach “Program Itinerary”** (Appendix B):

- Forms must be completed by sponsoring faculty/staff with appropriate approvals no less than 3 months prior to the program date and attach a program Itinerary (example Appendix B):
- Student signatures/applications are to be obtained upon registration and payment of non-refundable deposit for the following items;
  - Airfare – pre-purchased tickets to be arranged through the Travel Office.
  - Conference Fees – prepaid conference fees to be arranged through the Travel Office.
  - Hotels – prepaid hotel expenses to be arranged through the Travel Office. When making hotel reservations, the cardholder must advise the hotel that Lock Haven University is responsible for the room only; expenses such as telephone and food are not included.
- Any request for reimbursement of related expenses must be submitted on a travel expense voucher and accompanied by a completed/approved international service learning & faculty led program form;
- If no reimbursement of expenses is expected, the sponsoring faculty/staff is responsible for maintaining the completed international service learning & faculty led program form.

## **Budget and Finance Requirements**

For new programs only, the Institute for International Studies completes the **Request for Fund Center Form** (Appendix C).

Faculty member provides the cost per student to the Budget office before arrangements are processed.

- Faculty advisor meets with Travel Officer to book pre-travel expenses via University International Student Travel card to include but not limited to the following expenses:
  - a. Airfare
  - b. Hotel Reservations
  - c. Conference Fees
  - d. Event Tickets
  - e. All other expenses deemed appropriate by the Travel office
  - f. Upon receipt of a Contract Service Request Form (CSRF), the Purchasing office will process a Service Purchase Contract (SPC) with 3<sup>rd</sup> party organizations (i.e. EcoColors Tours and EF Tours) contracted to provide student travel/tour services.
  
- Lock Haven University travel guidelines apply:
  - g. Airfare receipts per person
  - h. Itemized hotel receipts per room
  - i. All other documentation for charges placed on the University International Student Travel card.
  
- Cancelled or changed itinerary: Faculty and/or students are responsible for incurred expenses

Institute for International Studies receives the following from students upon enrollment in the program:

- Completed **Study Abroad Statement of Responsibility** with students signature (Appendix D)
- Completed **Study Abroad Application**
- Non-refundable deposit (amount and date to be determined by faculty advisor)
- ISIC Card

International Studies Office collects money and tracks student account payments and takes the money and a reconciliation statement with appropriate fund center information to Student Financial Services (SFS) for cash receipting. **By no means are faculty permitted to collect monies from students or use their personal credit card to book air fare, make hotel reservations, etc.**

The IIS will forward a copy of the completed student list and amount collected to the Budget office after the registration deadline

## Expenses

Sponsoring faculty/staff are responsible for paying for all expenses and submitting the appropriate travel documentation for reimbursement.

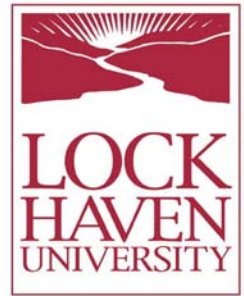
University issued travel cards or personal credit cards should be used to make the below purchases:

- Subsistence (meals and incidentals) – Faculty and/or staff will be reimbursed based on foreign travel per diem allowances as per the Federal Travel Regulation (FTR) established by the General Services Administration (GSA) (receipts are not required).
- Event Tickets not processed on the International Student Travel card
  - In the event you have extra tickets:
    - a. Attempt to return any extra tickets to the venue.
    - b. Extra tickets that cannot be returned must be returned to Randy Moore along with the travel expense voucher.
- For full detail on Foreign Per Diem Rates, please visit the GSA website:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

APPENDIX A

International Service Learning & Faculty Led Program



Date of Request: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_

Department of Requestor: \_\_\_\_\_

Date/s of Program: \_\_\_\_\_

Destination: \_\_\_\_\_

Reason for Program:  
\_\_\_\_\_

Estimated number of students participating: \_\_\_\_\_

**Student participation in the activity is approved by the sponsoring department, and a request is made that the students be permitted to make up missed tests, and/or assignments. Students have been advised that it is their responsibility to inform their course professors of this activity through presentation of this form.**

\_\_\_\_\_  
Signature of Faculty/Staff Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Date

## APPENDIX B

### LOCK HAVEN UNIVERSITY

#### Example Itinerary

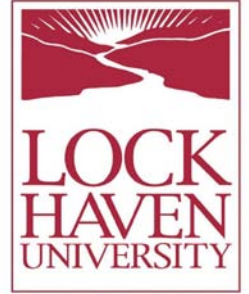
<b>Date</b>	<b>Service</b>	<b>Type of Service</b>
Sat 06 Jun 09	<b>Accommodation</b>	1 night, accommodation for 2 a at 3 Star, <b>NH Frankfurt City</b> , Frankfurt; Bed and continental breakfast; for tour director(s) only.
Sun 07 Jun 09	<b>Guide</b>	Half day guiding – walking tour – of Frankfurt
Sun 07 Jun 09	<b>Accommodation</b>	1 night Accommodation at 3 Star, <b>NH Frankfurt City</b> , Frankfurt. Bed and continental breakfast
Mon 08 Jun 09	<b>Coach</b>	Touring Coach for 2 days – ie until arrival in Amsterdam Driver's lunch allowance included. Driver's dinner and accommodation on the night of 08 June is not Included and will have to be booked and paid by the group
Tue 09 Jun 09	<b>Guide</b>	Half day guiding of The Hague
Tue 09 Jun 09	<b>Accommodation</b>	3 nights Accommodation at 3 Star, <b>Hotel Casa 400</b> , Amsterdam . Bed and continental breakfast
Wed 10 Jun 09	<b>Guide</b>	Full day walking tour of Amsterdam
Thu 11 Jun 09	<b>Guide</b>	Half day walking tour of Amsterdam
Fri 12 Jun 09	<b>Transport</b>	Train Ticket from Amsterdam to Brussels – standard class
Fri 12 Jun 09	<b>Guide</b>	Half day walking tour of Brussels
Wed 17 Jun 09	<b>Coach</b>	Full day excursion to Bruges
Wed 17 Jun 09	<b>Guide</b>	Full day excursion to Bruges
Sun 21 Jun 09	<b>Transport</b>	Train Ticket from Brussels to Paris
Sun 21 Jun 09	<b>Guide</b>	Meet and greet at the station & day panoramic sightseeing tour of Paris
Sun 21 Jun 09	<b>Coach</b>	Meet at the station & Half day panoramic sightseeing tour of Paris
Sun 21 Jun 09	<b>Accommodation</b>	3 nights Accommodation at 2 Star, <b>Campanile Paris Bastille</b> , Paris. Bed and continental breakfast

Mon 22 Jun 09 **Transport**

Eurostar ticket from London to Paris – standard class

APPENDIX C

LOCK HAVEN UNIVERSITY  
Funds Center Form  
Updated 12/09



*Submit completed form as an Outlook attachment to Susan Blesh, Budget Manager*

***Requested by:*** ***Date***

***Type of Program:***

Credit earning Program

Non Credit Program

***Create new Funds Center:***

Name of new funds center (limited to 30 spaces)

Reason for new funds center

Reporting Area (Dean and/or VP)

Person Responsible to receive SAP System e-mail

***List Source of funds for new funds center***

Source of incoming check and amount

Additional funding, if required

Other and amount

## APPENDIX C

### LOCK HAVEN UNIVERSITY Fund Center Account Form Instructions

This form is required to modify or create new funds centers.

#### Part I (to be completed by requestor)

**Requested by:**

**Date:**

**Create:**

**Funds Center name:** Specify the exact name for the funds center (not to exceed 25 characters).

**Reason for new fund center:** Justify why a new fund center needs to be created. All funds centers to be established should be ongoing and not a onetime only occurrence. If it is a onetime situation, a funds reservation within the funds center should be used.

Please indicate what commitment item to deposit or transfer the money to. This is very important so that purchases can be made in a timely manner and to the correct commitment item.

You can write in the President/Vice President area that this new funds center will report to.

If this is an academic department, indicate the Chairperson this cost center reports to.

If this is a non-academic department, indicate the director or manager this cost center reports to.

#### **List Source of funds, amount**

Select the specific source of funds from the list

State the source of funds, funds center number, commitment item, and amount of funds.

*Source of incoming check and amount*—List maker of the check, amount

List approved source of additional funds, if required.

*Other*—If none of the above applies, give a brief explanation and indicate amount under this category.

## APPENDIX D

### Lock Haven University Study Abroad Statement of Responsibility

As part of our global engagement initiatives, LHU encourages students to incorporate study abroad into their degree program. Students participating in study abroad programs assume responsibilities associated with these types of programs. Please read the following items and return a signed copy to the International Studies Office. By signing, students understand and accept the added responsibilities.

1. **Personal Conduct:** LHU exchange partner universities have the authority to establish rules and guidelines necessary for the operation of the study abroad program. Because study abroad participants are guests in a host country, it is essential that participants understand and respect the norms of conduct and patterns of behavior that may be different from standards at home. Students are subject to the Codes of Conduct and Academic Honesty outlined in the LHU Student Handbook and the rules of conduct established by the exchange partner university. Students must abide by these policies and understand that LHU and the exchange partner/program sponsor have the right to dismiss them from the program at any time because of a violation of these rules, disruptive behavior, academic reasons, or conduct which could bring the program into disrepute. Furthermore, students understand that LHU cannot control the actions and decisions of exchange partner universities.

LHU has no control over the activities that occur on the exchange partner campuses that host students, because they are universities in their own right. Therefore, many aspects of housing, transportation, board, and lifestyle issues are not within LHU's control. Be sure that you carefully review the information about the exchange partner university program you will participate in, to assure that you are aware of and have fully assessed the risks and benefits.

2. **Academic Responsibility:** Students are responsible for maintaining a full-time course of study (minimum equivalent of 12-18 credits) while abroad. Students must attend all classes, complete examinations and do all assigned work. Course approvals at LHU shall be obtained in advance and students shall maintain a copy of notes, exams, and assignments to permit an evaluation of credit. Students are responsible to make sure a transcript from the program is sent to LHU.
3. **Legal Problems:** Students understand that as a US citizen in a foreign country, they are subject to the laws of that country. While abroad, students are under the legal jurisdiction of the host country and will be prosecuted under their laws. Should students fall into legal problems abroad, they will attend to the matter personally using their own funds. Use and possession of illegal drugs usually carries stiffer penalties in most other countries than in the U.S. and may result in expulsion from the exchange partner program, plus ramifications concerning LHU's policy on drugs and alcohol.
4. **Medical Responsibility:** Students understand that there are certain risks inherent in international travel and exchange partner universities cannot assume responsibility for certain activities of the program participant. Students are responsible to know their medical needs and hereby assure LHU and the exchange partner that they have consulted with a doctor in regards to health issues and travel overseas. Students agree to inform the exchange partner of any physical or psychological problems so that appropriate arrangements can be made on-site to address issues should they arise. In the event of illness or injury, the student hereby agrees that an exchange partner representative (if able) is authorized to secure treatment on their behalf, and the student accepts financial responsibility for such treatment. Students should

determine in advance whether they wish to allow the emergency transfusion of blood or blood parts into your system while abroad should the case arise. Assure that your wishes are communicated both in writing to the international office, and placed in writing in your wallet or passport case before you leave the country. In the event that you need the assistance of an ambulance, hospital, or doctor abroad, please check first with your program coordinator, who will attempt to assist (the International Association for Medical Assistance to Travelers {IAMAT} provides a list of English-speaking doctors worldwide).

5. **Transportation:** Students understand that they should be cautious in determining transportation needs while abroad. Although commercial carriers will get people to their destinations, transportation in and around some areas abroad may not meet Americans' expectations for safety: Be cautious in evaluating vehicles and carriers before entering them. Under no circumstances should students drive cars or mopeds while abroad.
6. **Insurance:** Students must have adequate health insurance that provides coverage outside the U.S. in order to participate in any exchange partner program. Students are responsible to make sure they have such coverage. Some countries require the purchase of a national plan as part of the visa process. Students are required to purchase the ISIC card (available from the IIS) which provides additional insurance for study abroad (repatriation and medical evacuation coverage). Please note that most insurance policies have limitations in coverage, so review your policies carefully prior to departure.
7. **Withdrawal:** Students who withdraw, are dismissed, or depart early from a program prior to its formal completion are responsible for costs previously incurred. Most exchange partners have a withdrawal policy concerning the charges for room and board. Return travel costs are also the student's responsibility; Students who receive an IIS Travel Grant to defray the cost of airfare are required to repay the IIS for amount received if student returns home before completion of the program.
8. **Security:** Students are aware that LHU has no authority to require that the exchange partner universities to compile the types of security data required of U.S. schools. LHU cannot certify as to the level of security that will be provided to you while studying abroad. Similarly, students are aware that Americans are sometimes targeted in the international arena as subjects of terrorism and political violence. Although LHU is unaware of any special risk inherent in the exchange partner programs, students should be vigilant and constantly aware of their vulnerability. To the extent that they are available, LHU will provide information on State Department Travel Advisories. However, students should determine how these advisories should be assessed prior to departure and it is advised to check State Department advisories on a regular basis while abroad.
9. **Health Issues:** Students will probably experience significant differences in the types of water and diet presented to as part of living and studying abroad on this program. Students are responsible for their own food and drink while abroad. While it is hoped that participants include culinary experimentation in their experience abroad, be particularly cautious if experiencing allergic reactions to various foods, to assure that those, and similar foods, are not included in what one eats. LHU provides the link to the Center for Disease Control (CDC) which students can access for information for the locale of various programs, to the extent that such information is available. It is advised that students monitor this information regularly both before departure and while abroad.

Students are strongly encouraged to take the following information with them, to assure that it is available in the event of an emergency while abroad: blood type, eyeglass prescription, any medical prescriptions (a supply to last the entire length of the time abroad, do not assume

that the prescription can be filled abroad), any EKG or x-ray information which may apply to an ongoing condition, all doctor's reports or recommendations regarding special physical, mental, or emotional problems which may be experienced from time to time, and dental records if undergoing any dental treatment (including the wearing of braces).

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**I have carefully studied the contents of this risk and hazard alert. I understand that LHU will exercise little control over the surroundings in which I will live and study abroad. I hereby agree to release and hold Lock Haven University of Pennsylvania, its Board of Trustees, the exchange partner, and their respective agents, administrators, faculty and staff from any claims, demands, and causes of action which may arise as a result of my decision to study abroad, or from what I encounter in traveling to and participating in the study abroad programs I choose. This agreement to release and hold harmless includes, but shall not be limited to claims, demands and causes of action for inconvenience; damage to and loss of property; the cost of medical, hospital, and rehabilitative care; personal, physical, mental, and emotional injury; and death. By agreeing to the terms of this paragraph by signing below, I acknowledge that this release and hold harmless agreement is executed willingly, with full acknowledge of the importance of its content, and that I intend to be legally bound by its terms.**

**I have read and understand the above information listed in the Statement of Responsibility, the Study Abroad Grading Policy, and the Study Abroad Finances and Insurance. I agree to accept the terms described for student participating in a study abroad program.**

**Program Provider/Program Name:** \_\_\_\_\_  
(e.g., CIEE Seville: Language and Culture)

**Participant Name (Please Print):** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Parent/Guardian Signature required if student is under 18 years of age.*

**I have carefully studied the contents of this risk and hazard alert. I understand that LHU will exercise little control over the surrounds in which my son/daughter will live and study abroad. I hereby agree to release and hold Lock Haven University of Pennsylvania, its Board of Trustees, the study abroad program sponsor, and their respective agents, administrators, faculty and staff from any claims, demands, and causes of action which may arise as a result of my son's/daughter's decision to study abroad, or from what he or she encounters in traveling to and participating in the study abroad programs he or she has chosen. This agreement to release and hold harmless includes, but shall not be limited to claims, demands and causes of action for inconvenience; damage to and loss of property; the cost of medical, hospital, and rehabilitative care; personal physical, mental, and emotional injury; and death. By agreeing to the terms of this paragraph by signing below, I acknowledge that this release and hold harmless agreement is executed willingly, with full knowledge of the importance of its content, and that I intend to be legally bound by its terms.**

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**(Parent or Guardian Signature)**

**(Date)**