

Procedure:	Propose International or Domestic Travel Program	Procedure No.:	AA4011.1
Authority:	College President	Associated Policy Reference No.:	AA4011
Procedure Owner:	VP of Academic Affairs	Responsible Party:	<i>Department Dean</i>
Approved:	05/16/2023		
Revised:	(DATE)		

Purpose

In compliance with the faculty-led student travel policy, the following document outlines procedures on how to propose travel for both credit and non-credit international and domestic travel. Faculty and staff who are organizing, supporting, leading, or financing such travel with and/or by students must follow the procedures below.

The Vice President of Academic Affairs and Department Dean, upon consultation with the sponsoring office/department, reserve the right to cancel any travel or activity or to require the substitution of any activity that is deemed unsafe. Reasonable safety standards must be met at all times.

Statement of the Procedure

Pre-Planning Procedures

All program leader(s) should review the travel leader responsibilities listed in Appendix C before planning their travel.

Prior to selecting a location for travel, the program leader(s) must meet with the appropriate dean to determine if the country, region within the country, and city within the country is safe for travel. This review must include a review of safety for the base location of the travel and any travel in-transit locations or side trip locations. The program leader(s) will reach out to the Travel Enrollment Office (TEO) for assistance with the research.

1. At a minimum, such determination must include a review of the U.S. State Department country "Alerts and Warnings". **Travel should not occur in countries at a Level 4 or higher.** Proposed travel in Level 3 countries will be reviewed on a case-by-case basis.

<https://travel.state.gov/content/passports/en/alertswarnings.html>

Planning Procedures

During the planning stage, the program leader(s) must work closely with the TEO to ensure the program is planned as safely as possible, barring any unforeseen

circumstances. Faculty participating either in international or domestic travel must complete a campus conducted training.

Approval Process

1. The faculty-led travel must be approved by the appropriate Dean and Vice President of Academic Affairs.
2. Submit a completed FLP Proposal Packet to the TEO, this will include
 - a. Completed and approved [Request To Conduct A Faculty-Led Travel Program](#)
 - b. Itinerary: This will be a detailed day-by-day itinerary identifying locations and times of activities, as well as travel arrangements (including accommodations and mode(s) of transportation.
 - c. Syllabus
 - d. [Budget](#)

Related Policies (by number)

AA4011 Travel Policy

To whom it applies (title or department)

College-sponsored student travel: Any student travel that takes place off campus that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

Non-credit travel: any student travel not part of a course that is organized, supported, led, or financed by a faculty member, staff member, office, department, or division of the college.

Appendix

Appendix A – Approval Matrix

	Course (credit and non-credit) International Travel Be sure to keep TEO notified of any and all changes
Approval/Notification Submission Timeline	1 year prior to travel
Approval/Notification Required	Chair, Dean, Vice President of Academic Affairs
Required Approval/Notification Documents	International Student Travel Approval Form Post-approval documents required (see Procedures)

Required Post-Approval/Notification Documents for each student	<ul style="list-style-type: none"> ○ SUNY Agreement & Acceptance of Risk ○ Student Health Information Form ○ International Health Insurance Enrollment Form ○ Copy of passport
Filing Locations	<p>Approved Documents:</p> <ul style="list-style-type: none"> ○ Filed with Department Chair, Dean, Vice President of Academic Affairs & TEO <p>Post Approval Docs:</p> <ul style="list-style-type: none"> ○ Student Roster/Emergency Contacts & Emergency Plan: Filed with Public Safety, TEO, & Dean

Appendix B – Faculty Leader Responsibilities

- Travel design – logistical and student participation requirements
- Departmental communications for approvals
- International and Domestic travel arrangements – lodging, housing, travel, and cultural activities
- Required payments to overseas or domestic locations, providers, etc.
- Country and travel specific pre-departure orientation for faculty member(s) and for students.
- On-site logistics management including housing, meals, and travel
- Both program leaders must travel to the FLP location with the student participants. One travel leader must travel back to the U.S. with the student participants; the second travel leader may remain behind and return separately to the U.S. after assisting the group with getting to the airport.
- Coordination of on-site health and safety
- Availability to support the students e 24/7 during travel
- Budget planning and reconciliation
- Incident/CLERY Reporting
- Prepare students for departure by sharing the student code of conduct, destinations rules and regulations, and share the US Embassy contact information.
- Faculty taking responsibility for a travel course must complete all required college trainings.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	05/05/2023	PK	<i>VP Academic Affairs</i>