

## Appendix A – Pre-travel Checklist

Traveling abroad on behalf of the College requires significant advance planning. Use this checklist to ensure that all required documents and planning are completed prior to your travel. Note that background checks can take *up to 6 weeks* from the time all paper work is submitted.

✓	Requirements	Due Date or Deadline	Contact	Signature	Date
	<b>Proposal</b> submitted to direct supervisor (department chair or program director), revisions made, and approval obtained.	<i>At least one year prior to proposed travel</i>	<i>Direct Supervisor (department chair or program director)</i>		
	<b>Revised proposal submitted</b> to Vice President, approved and reported to President's Cabinet.	<i>One year prior to the proposed travel</i>	<i>Division Vice-President</i>		
	<b>Contract</b> proposal submitted to business office.	<i>4 months prior to travel OR down payment due date</i>	Controller College Counsel		
	<b>Insurance</b> needs assessment conducted in consultation with EHS/Risk Manager.	<i>6 months prior to departure</i>	Director of EHS & Risk Management		
	Student participants selected and vetted by Student Affairs for <b>disciplinary status</b> .	<i>After application deadline but before acceptance decisions made and communicated to students</i>	Director of Residence Life		
	Consultations conducted with appropriate campus contacts regarding <b>special students</b> (internationals, minors, students requesting accommodations for disabilities, etc.).	<i>On an ongoing basis as needed; however, with attention to withdrawal deadlines and penalties for late withdrawals.</i>	Director of International Programs  Executive Director of Compliance and Community Standards – Title IX Coordinator  Director of Disability Services/ Institute for Student Success		
	<b>Background checks</b> of all adult leaders, volunteers and chaperones conducted.	<i>At least 2 months prior to departure</i>	Human Resources		
	<b>Medical clearances</b> provided by all participants through the Wellness Center or their physician's office. For athletes, physical prior to start of year (or in season)	<i>After admission to the program</i>	Wellness Center		
	<b>Signed waivers</b> and emergency contact information provided by all participants.	<i>Upon admission to the program</i>	Director of International Programs  Director of EHS & Risk Management		
	U.S. citizen participant information registered on <a href="#">STEP program</a> (which sends alerts to registered parties about countries traveling).	<i>At least two weeks prior to departure. Note that once the participants are entered into STEP they will begin</i>	Director of International Programs		

		<i>receiving frequent updates from the US DOS on their destination country or region.</i>			
	<b>Final Itinerary</b> sent to Center for International Programs, EHS/Risk Manager and Department Chair/Supervisor.	<i>1 month prior to departure</i>	Director of International Programs  Director of EHS & Risk Management		
	Travel leader trained in <b>Title IX</b> .	<i>At least 1 month prior to departure</i>	Executive Director of Compliance and Community Standards – Title IX Coordinator		
	<b>Emergency plan</b> created and distributed to group leaders, supervisor and Vice President (i.e. natural disasters, sickness, death, or leader has to go home for an emergency).	<i>1 month prior to departure or upon receipt of final itinerary</i>	Director of EHS & Risk Management		

Appendix B – Contact List

Topic	Department	Name of Contact	Email	Phone Extension
Background Checks	Human Resources	Kim Magers	<a href="mailto:kmagers@ursinus.edu">kmagers@ursinus.edu</a>	610-409-3073
<a href="#">Contracts</a>	Finance Office College Counsel	Bob Clothier	<a href="mailto:contracts@ursinus.edu">contracts@ursinus.edu</a> <a href="mailto:rclothier@ursinus.edu">rclothier@ursinus.edu</a>	610-409-3698 610-409-3484
Emergency Planning	EHS/Risk Management	Carol McMillin	<a href="mailto:cmcmillin@ursinus.edu">cmcmillin@ursinus.edu</a>	610-409-3221
Insurance	EHS/Risk Management	Carol McMillin	<a href="mailto:cmcmillin@ursinus.edu">cmcmillin@ursinus.edu</a>	610-409-3221
Minors	Student Affairs	Dan Kelly	<a href="mailto:dkelly@ursinus.edu">dkelly@ursinus.edu</a>	610-409-3590
Non-US Citizen Participants	Center for International Programs	Paula Álvarez	<a href="mailto:palvarez@ursinus.edu">palvarez@ursinus.edu</a>	484-762-4339
Pre-departure Orientation	Center for International Programs	Paula Álvarez	<a href="mailto:palvarez@ursinus.edu">palvarez@ursinus.edu</a>	610-409-3749
Student Disciplinary Status	Student Affairs	Alyssa Caffarelli Murphy	<a href="mailto:acaffarelli@ursinus.edu">acaffarelli@ursinus.edu</a>	610-409-3749
Executive Director of Compliance and Community Standards – Title IX Coordinator	Student Affairs	Dan Kelly	<a href="mailto:dkelly@ursinus.edu">dkelly@ursinus.edu</a>	610-409-3590
Disability Services/Institute for Student Success	Academic Affairs	Katie O'Brien	<a href="mailto:kobrien@ursinus.edu">kobrien@ursinus.edu</a>	610-409-3247

### **Appendix C – Frequently Asked Questions**

Q1: What if a student wants to do a self-initiated internship or independent project abroad?

A1: When the student consults an advisor for a signature, the advisor should contact the CIP.

*Q2: Do I have to contact CIP for all international travel student programs?*

*A2: Yes, the International Travel Policy mandates contacting the CIP.*

*Q3: How far in advance must proposals for new or recurring programs led by faculty and/or staff be registered?*

*A3: Registration for new or recurring programs must occur at least one year prior to departure to ensure ample time to vet the program.*

*Q4: Must my itinerary include extracurricular activities?*

*A4: Yes, the CIP and ORM review itineraries for activities that may be considered higher risk (i.e. Swimming at a beach or lake) and warrant additional risk assessment.*