**Non-Credit International Travel Planning Approval**

I. Please submit **at least 90 days prior** to travel. This form helps to ensure the safety and liability of all VT non-credit bearing international travel participants. **Failure to submit may impact your travel reimbursement and insurance coverage.**

|  |
| --- |
| **Travel Program Overview** |

* Program Title:
* Destination(s) (city, country):
* Travel Dates:
* Brief Program Description:
* Estimated number of students participating:
* Itinerary overview (Please include specific dates and location(s)):
* What is the primary educational purpose of this program? (check all that apply)

**Service-learning** (any community engagement/ collaboration; if included please complete page 6)

**Experiential** (i.e. cultural immersion, VT event representation, sporting event, conference, etc.)

**Research** (students supporting or participating in research without course credit)

**Other**:

* Student Educational Preparation (Describe how students are prepared for this program and travel):

**II. Travel leadership and supervision:** all VT students traveling abroad **require supervision of one leader per 15 students for the duration of the trip** as noted in **[Virginia Tech Policy 1070: Global Travel Policy](http://chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://policies.vt.edu/assets/1070.pdf).**

|  |
| --- |
| **Program Leader (Instructor/Faculty member)** |

* Name:
* Department / College:
* Email: Phone:
* When did you attend the required Global Education Office’s Program Leader Training? (Please provide the date or intended date)

**III. Travel co-leadership:** For groups of more than 15 students, a second designated individual must be available for supervision. This individual can be faculty, staff, on-site personnel, graduate students, or spouses serving on a paid or volunteer basis. For groups of more than 30 students, a third designated individual is required, and so on. Please list all Individuals serving as travel supervisors below. If you have a non-VT affiliated trip leader, please see the [GEO volunteer approval form.](https://engage.vt.edu/faculty_engagement/international_approvals.html)

|  |
| --- |
| **Program Co-Leader(s)** (required for every 15 students traveling) |

* Name:
* Department & College:
* Email: Phone:
* When did you attend the required Global Education Office’s Program Leader Training? (Please provide the date or intended date)
* Leadership and/or supervision duties:

**Additional support:** List any individuals / entities who will provide in-country support (i.e. third-party organization, nonprofit, university, etc.) and the type of support provided if applicable:

**III. Travel Budget:** All international travel requires fiscal management. Please see provided budget outline for suggested planning and list your fiscal management support below.

|  |
| --- |
| **College or Department Fiscal Officer or Budget Manager** |

* Fiscal / budget manager name:
* Budget manager email: Budget manager phone:
* What is the Organization Code of your college/department? (i.e. 035000)
* What was the local fund number used when this program was last offered? (if applicable)
* Are you collecting a program fee?  Yes  No Not sure
* Are you requesting a study abroad local fund number? Yes No Not sure
  + If Yes, once this form is signed, Global Education Office will follow up and provide it to you.
* Have you completed a budget for your international travel experience?  Yes Intend to do so by:\_\_\_\_\_\_\_\_(date)

*\*Please submit your budget with this planning document, or within two weeks of submission. (see budget template for guidance). Non-credit International trips cannot be approved until a budget is submitted.*

**IV. Travel Safety:** Once this travel document and travel budget is approved, all travelers are required to enroll in the university’s travel medical insurance. For more information on next steps: [**https://engage.vt.edu/faculty\_engagement/international\_approvals.html**](https://engage.vt.edu/faculty_engagement/international_approvals.html)

|  |
| --- |
| **Student Safety Preparation** |

* I acknowledge that once this travel is approved, every student participant will receive their **required** international insurance through CISI:

Yes  Intend to do so by:\_\_\_\_\_\_\_\_(date)

* I acknowledge that once this program is approved, every student participant will complete the following non-credit [international program forms](https://engage.vt.edu/faculty_engagement/international_approvals.html):
  + Voluntary Health disclosure   Yes  Intend to do so by:\_\_\_\_\_\_\_\_(date)
  + Liability agreement   Yes  Intend to do so by:\_\_\_\_\_\_\_\_(date)
  + Financial agreement  Yes  Not applicable

|  |
| --- |
| **Location Safety Information** |

1. Where will the group be staying and where is the nearest police station? All lodging names addresses, and room numbers, and the closest police station’s contact information (address, phone number, fax, and e-mail). Virginia Tech contacts those police stations to request information on crimes you might not know happened. (lodging and police station addresses must be reported for Clery Act data collection.)

1. Will you be using homestays? If so, how are they vetted?
2. Are there concerns of food-and-water borne illnesses? What precautions are taken?
3. What are the in-country transportation arrangements for your program?
4. Are there any extraordinary health, safety or security risks of concern in the program’s location? If so, what steps are taken to mitigate these risks? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
5. Is a visa required for this location?
6. What vaccinations are required for the location? <http://wwwnc.cdc.gov/Travel>
7. Are you conducting any activities that would benefit or require training from [Environmental Health and Safety](https://ehs.vt.edu/Trainings/What_Training.html)? If so, have you coordinated for that training?
8. During free time, what are the group’s travel restrictions and communications plan to ensure the group is accounted for? How will this be presented to the group before departure?

|  |
| --- |
| **Security Advisories and Health Notices** |

1. Does the U.S. Department of State have a Travel Advisory of 3 or 4 to the region of the country you will be traveling to? <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Yes  No

If yes, you will need to provide additional information on why you are traveling to this country and provide explanation of how to mitigate the risks associated. The program will undergo an additional review with the Global Travel Oversight Committee (GTOC) per the [Global Travel Policy 1070](https://policies.vt.edu/1070.pdf).

1. Does the CDC have a Warning Level 3 to the country you will be traveling to? <http://wwwnc.cdc.gov/Travel>

Yes  No

The University prohibits traveling to or from countries where the CDC has issued a Warning Level 3  
travel notice.

|  |
| --- |
| **Service-learning** |

**If your program is engaging in service-learning, please complete this section.**

1. How are students / participants selected to participate in the program?
2. How are participants prepared for this program?
   1. Are they aware of the power differential between themselves and those they are serving?
   2. Have participants discussed the complexity of the issue at hand?
   3. Have they learned about the culture and history of those they propose to serve?
3. How is community voice included in the program design and implementation?
   1. How is your community partner chosen? Why is the community partner interested in working with participants? How is consultation done with the community partner to identify service-learning projects? How do you ensure there is not a power differential when identifying projects? Who will be impacted during this project (participants/communities)?
   2. How is the long-term sustainability of the project ensured? (for example, if you are building a greenhouse how will it be maintained? Will there be funding to ensure seedlings are planted each year? If you are teaching English are you working with a local teacher on a lesson plan to ensure the teaching continues after your departure?)
   3. How is project funding used?
4. Describe the reflection components of this program.
   1. How is reflection integrated into the program? What type of reflection are you doing?
   2. How are your conversations / reflections encouraging participants to explore larger social issues (poverty, access to education/health, etc.)
5. What is the sustainability of the program? (For example: What are the long-term plans of this program? Does the department plan to offer programs in subsequent years? Does the community partner support long-term engagement?)
6. What is the sustainability of participant involvement? (For example: How will participants stay engaged after they return? Are there opportunities for them to involved upon return with local service or community engagement activities? Are there re-entry programs, reflection opportunities immediately and several months later, professional development opportunities?)

|  |
| --- |
| **Program Leader Acknowledgements** |

Provide acknowledgment of all the following by checking each box:

I acknowledge and accept that attendance at GEO Program Leader Training every two years is required per University Policy 1070: Global Travel Policy.

I understand that a minimum ratio of one university official per 15 student participants is required on all Virginia Tech travel per University Policy 1070: Global Travel Policy.

I understand that students should not be left unsupervised or unaccounted for during entire program travel dates.

I understand that all students must have CISI travel insurance prior to departure.

I acknowledge that a contract approved by Virginia Tech's Office of Legal Counsel is required when using a service provider or vendor for program services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Leader Signature Date

|  |
| --- |
| **Department Verification and Approval** |

**Program Title:**

**Program Leader Name:**

**Department / College:**

**College Liaison for Global Education:** (link to liaisons) <https://engage.vt.edu/faculty_engagement/international_approvals.html>

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of College Liaison Date

**Name of Department Head/Chair/Director:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Department Head/Chair/Director\* Date

|  |
| --- |
| **VT Engage Verification and Approval** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of VT Engage Director Date

Any optional comments regarding the program:

**Pre-Departure Share Checklist:** collected in a shared drive with VT Engage & Department

1. Final Itinerary:
   1. flight numbers,
   2. hotels
   3. contact numbers
2. Student Forms:
   1. Liability Agreement
   2. Voluntary Health Disclosure Agreement
   3. Financial (if applicable)
3. Final List of travelers’ information with CISI enrollment #:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Last Name | First Name | VT Email | VT ID # | CISI Travel Insurance Enrollment # | Departure Date:  From: | Arrival Date:  To: | |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Names of any dependents traveling with the program: sponsors of the dependents are responsible for enrolling their dependents in CISI separately using the VT CISI Academic Dependent Enrollment Form.
2. Emergency Contact – In case you cannot be reached in an emergency, provide a local emergency contact at your host location who can be contacted. This is someone residing in the country you are visiting.
3. Enroll in the US Department of State’s [Smart Traveler Enrollment Program (STEP)](https://step.state.gov/step/) program prior to departure. Non-US Citizen participants are recommended to enroll with their embassy.