

AUM



Faculty-Led, Short-Term Study Abroad Program Handbook

2017

AUM Study Abroad

Where the World Is Our Classroom

Introduction

As AUM further develops programming in support of its commitment to globalize the campus, a necessary component of such programming will be providing students the opportunity to travel abroad for purposes of studying the cultures, histories, arts, sciences, economics, and political systems of other nations, hereafter referred to as study abroad programs. Indeed, such opportunities are indispensable if our students are to become functionally successful citizens of the twenty-first century.

There are two ways to facilitate development of a viable study abroad program. The first is through AUM faculty-led, short-term study abroad programs. The second is through the creation of individual study abroad/exchange programs, such as those we currently have with the University of Shiga Prefecture in Japan, the University of Ulsan in South Korea, University of Lincoln in England, Hubei University in China, Tecnológico de Monterrey in México, and Universidad Tecnica de Manabi in Ecuador. This handbook will assist AUM faculty members in developing plans for creating, organizing, and conducting the former. The planning timeline for such programs can be long, roughly about one year, and include multiple steps. Thus, one purpose of this handbook is to provide faculty with a step-by-step guide to assist in developing short-term study abroad programming for students. Another purpose is to standardize and codify procedures for developing and conducting faculty-led, short-term study abroad programming for the campus.

The campus study abroad committee is comprised of representatives from each of the academic colleges, the honors programs director, and the study abroad program manager. The committee's role is to advise Study Abroad (SA) and to promulgate familiarization and greater campus interaction with the office and its programs. Committee members compiled this handbook, bringing to the table knowledge of general education circumstances on the AUM campus as well as those specific to the respective colleges. Thus, committee members listed on the Study Abroad website can also serve as frontline resources for faculty considering a study abroad program. Please feel free to avail yourself of their familiarity with, and knowledge of the new processes.

We have seen a steady increase in the number of proposals each year. As such, competition for funding is intense; having a co-curricular component to your proposal, especially a course held in conjunction with the trip, will also make your proposal stand out. Also you might want to consider looking for alternative funding for your program outside the standard package offered for approved programs through the SA office. Please consider working with SA office and/or with Mrs. Fariba Deravi, Director of Sponsored Programs, to help craft your proposal. Should you have additional questions, comments, or suggestions, please contact us at 334-244-3544.

Sincerely,

Achala Gunasekara-Rockwell, PhD
AUM Study Abroad Program Manager

AUM Study Abroad: Vision Statements

Auburn University at Montgomery will be a recognized leader in offering a wide variety of off-campus educational and training programs, including study abroad and student exchange experiences, linking members of our campus community and those of the larger Montgomery metropolitan area to the nation and the world and preparing skilled and principled professionals to thrive in a diverse world market.

Faculty Director's Study Abroad Planning Calendar and Checklist

The following Faculty Director's Study Abroad Planning Calendar and Checklist provides an "at-a-glance" overview of critical planning components for a faculty-led, study abroad tour, and guidelines for timeframe within which to accomplish these tasks. (Note: Faculty members who are leading study abroad tours will hereafter be referred to as "faculty directors.") Please note that these are guidelines; they are not absolute. Specific circumstances may require that you reorder the sequences of some tasks or that you accomplish some sooner than suggested. (The only sequences that faculty directors must follow as described are the approval process and registering the study tour with U.S. embassies and/or consulates described in the next section.)

Additionally, each entry on the timeline corresponds to a fuller explanation of major subtasks contained within each. You will find this information on the following pages. Faculty members are advised, however, that given the range of possible planning options for this type of study tour, the information should be used as a guide; it does not represent an exhaustive list. Consequently, there may be a need to include additional steps not listed or, conversely, one might find it necessary to omit some steps.

Faculty Director's Study broad Planning Calendar and Checklist

	Activity	
1	Department head/ Dean notification/Director's Agreement (Form A and A-1)	
2	Site visit conducted	
3	Site visit confirmation & report filed (Form C)	
4	Identify external and internal resources for programs	
5	Submit budget estimate to SA (Form D)	
6	Request host country university and other partners' Memoranda of Understanding (MOU) and submit to study abroad office	
7	Develop student information media, marketing program, recruit students, & set application deadlines (Form E). Administer student self-assessment form (Form F)	
8	Work with Financial Aid, departmental administrator, Registrar, and Finance offices for student billing (Form D)	
9	Submit online RAT 50 E for course (International Travel Request, (Form B)	
10	Implement marketing program	
11	Identify & confirm intracountry vendors	
12	Review applications; interview interested students	
13	Send acceptance letters	
14	Submit final agreements and contracts to all providers, vendors, and partners	
15	Complete Student Billing Process	
16	Deadlines for all student paperwork, documentation submissions, & enrollment. Enroll students in the US State Department "STEP" program. Register with US embassy and/or US consulate. Ensure all students have valid passports and any required visas. Complete paper RAT for each student. (45 days—FIRM)	
17	Confirm (purchase) housing, flights, prepaid food plans, travel insurance, and give an insurance card to every student	
18	Request advance expenditure through PPS team travel procedures (60 days prior to departure)	
19	Conduct 2–3 Predeparture Sessions (45–60 days prior to departure) This should include arranging for a health travel orientation by the AUM College of Nursing and Study Abroad visit	
20	Submit copies of all documentation, emergency contact (Form H), and predeparture information to SA. (40 days prior to departure)	
21	Submit and confirm final payments to all vendors (45 days prior to departure)	
22	While On Site:	

	<ul style="list-style-type: none"> • Send SA any changes in onsite emergency contact information • Send confirmatory updates weekly via e-mail to SA 	
23	Upon Return: <ul style="list-style-type: none"> • Submit Final Report to SA (within 30 days after return) 	
24	Provide sample of student experiences	
25	Post-study abroad survey for students Students will receive a mail with the survey link after completing the program	

1. Provide written notification to Department Head and Dean.
 - Engage in an exploratory discussion early in the process with your Department Head and Dean to assure alignment with department and college goals;
 - Develop linkages to existing curricular and enrichment of courses and majors;
 - Explore collaborative opportunities with departmental and university-wide colleagues;
 - Submit Study Abroad Planning Approval Form (Form A) and AUM Faculty-led Study Abroad Program Director’s Agreement (Form A-1); and
 - Receive course approval by registrar.
2. Conduct site visits.
 - Use Site Visit Report as a guide for data collection (Form C);
 - Plan and initiate host country site visit;
 - Submit RAT50 for approval (online);
 - Identify State Department/ AUM College of Nursing recommended immunization and preventive medications (at the very least participating students should provide nursing staff with evidence of TDAP and MMR immunizations);
 - Explore necessary institutional connections and identify host country stakeholders; and
 - Arrange for meetings with partners (following host country diplomatic channels—if you are unsure of host country’s practices, please ask!) to include academic partners or NGO partners (if applicable), expatriate supported medical and other services.
3. Site Visit Report
 - Submit to SA the Site Visit Report accompanied by copies of any letters of support.
 - Estimate should include predeparture costs (immunizations, preventive medications, passport & visa fees, host-country university or partner fees, and translator fees).
 - Identify external and internal resources
 - Identify beneficial collaborations with university and /or community-based organizations;
 - Identify sources of logistical support;
 - Identify external sources of financial support (faculty directors should work with the AUM Office of Sponsored Programs and SA to seek out such sources); and
 - Identify internal resources of financial support.
4. Develop student information media and marketing programs and set application deadlines.
 - Begin to deploy marketing materials and advertise in the departments;
 - Identify students that would be eligible to travel;
 - Provide program application (Form E) and student self-assessment forms (Form F); and
 - Share program information with academic advisors in each of the colleges. This can be accomplished by providing program specifics to the SA.

5. Work with bursar and financial aid to bill program fee to registered students. (4–6 months prior to departure).
 - Finalize list of students involved and courses in which they will register;
 - Consult with cashier’s office and financial aid regarding procedures for billing students;
 - Complete budget form (Form E-1) to determine final cost to student;
 - E-mail students with details on how to pay their bill for study abroad – **checks and money orders only**.
6. Submit paper RAT 50 for student trip to SA.
 - Attached to the handbook
7. Identify and conform intracountry vendors.
 - Visit Procurement & Payment Services Director, Lori Nielsen (lnielsen@aum.edu)
8. Review applications and interview interested students. **Form E and F**
9. Send acceptance letters/e-mails to students.
10. Submit any final agreements and contracts to relevant service providers, vendors, or partners.
11. Complete student-billing process.
 - Work with cashier and Financial Aid to ensure that all students are billed correctly.
12. Deadlines for all student paperwork and documentation submissions
 - Review student applications and other documents; After acceptance,
 - Develop a checklist for each student with tick boxes for each document required;
 - Ensure that copies of all passports, driver’s licenses, immunizations, medical information forms, flight itineraries, passports, visas, etc. is provided for each student;

For more information on US passports, please visit:
http://travel.state.gov/passport/passport_1738.html For more information on the US State Department’s Smart Traveler Enrollment Program (STEP) please visit the following website:
<http://travelregistration.state.gov/ibrs/ui/> International students should contact their embassy or nearest consulate for information regarding international travel.

 - Confirm students’ enrollment;
 - Confirm receipts of transit students’ forms;
 - Process visa/immigration paperwork for international students; and
 - If a visa-processing agency is involved, assure that all applications are in process and nearing completion.
13. Confirm (purchase) housing, (flights), prepaid food plans, and travel insurance.
 - Make arrangements for student housing and meals and purchase any necessary vouchers;
 - Confirm hotel/housing arrangements, including numbers of rooms, number of students in each room, and any needs for handicapped accessibility or other housing needs; and
 - Purchase travel insurance through SA.
14. Request advance expenditure through team travel procedures (NOTE: All AUM travel is subject to Auburn University’s travel policies.)

<http://sites.auburn.edu/admin/universitypolicies/Policies/TravelPolicies.pdf>

15. Enroll students in UNITED HEALTH

Auburn University Emergency Medical Assistance Program

- UNITED HEALTH provides emergency medical assistance to all Auburn University and AUM students and all employees who travel abroad on Auburn University business. When your RAT is approved, you are automatically covered by UNITED HEALTH cost.
- Benefits include emergency medical evacuations, repatriation of remains, transportation to join a hospitalized member, medical and dental referrals worldwide to English-speaking healthcare providers, case managers to review the traveler's case while they are hospitalized abroad, political security evacuations, transportation after political and security evacuations and many other services listed on the UNITED HEALTH card. UNITED HEALTH also has a major medical portion called Global Benefits.

For more information, please visit the UNITED HEALTH website:

<https://www.uhcsr.com/Auburn>

16. Conduct a predeparture session, informing the SA of the date, so we can assist in conducting the session.

- These sessions should include information on language, culture, political, monetary, customs, etc.;
- Potential dangers should also be discussed;
- Information on what to bring, how to pack, type of luggage, how to deal with important documents, money etc.; and
- Additionally, begin arranging for a medical orientation through the AUM College of Nursing, which can provide important information on required or recommended immunizations, health precautions, etc. This should be done at least six months prior to departure to ensure any required immunizations can be administered within prescribed timeframes.

17. Submit copies of all documentation, contact, and predeparture information.

- Communication with relevant campus units is essential to ensure relevant information is shared regarding your trip;
- Thus, copies of travel itineraries, contract information for the duration of the trip, passports, medical forms, emergency contact information for students, and other pertinent information should be provided at least 45 days in advance of departure.

18. Submit and confirm final payment to all vendors.

- By 45–60 days prior to departure, the faculty director should ensure all payments to vendors providing services in support of the trip (airlines, hotels, tour companies, academic institutions to be visited, etc.) have been paid and receipt confirmed; and
- Remember, an action passed is not necessarily an action completed—verify that vendors have received all necessary payments.

19. While on-site

- As the faculty director, you will be charged with the teaching, administrative, logistical, health, safety, and welfare of group members.
- As such, it is important that you are familiar with the requisite guidelines and ensure that AUM personnel, via the SA, have the ability to contact you through the entirety of your trip.
- If possible, maintain a blog.

- Thus, please provide any changes to your original on-site contact information as soon as possible. You should provide SA in-country contact prior to departure.
- In an effort to establish a line of communication, please be prepared to send a very brief weekly update confirming how your trip proceeds. The appropriate e-mail address will be provided to you prior to departure.

20. Final report

- A final report summarizing the overall experience of the group is required. A copy should be filed with the SA, and if so required, with the college dean. The faculty member should also retain a copy for future reference should s/he decide to organize a similar trip in the future. At the very least, the report should include:
 - Number of students participating;
 - Dates and locations visited;
 - Learning objectives and how they were met;
 - Lessons learned, i.e., what you would do again and what you might do differently;
 - Include the course name/credit hours/number of students registered for the class, revenue, and
 - Identify any potential problem areas that arose during the trip, i.e., administrative, logistical, etc.

21. Provide samples of student experiences

- Digital photos (along with student release to use photos in future advertisements);
- Short one or two sentence student summarizations that might also be used to advertise future trips; and
- Encourage students to participate in the annual SA photo contest and other events.

22. The SA has developed a post-study abroad survey for students to assess their experience. Faculty directors are actively encouraged to ensure that their students complete this survey in a timely fashion. The results of the survey will be sent directly to the SA. Student feedback will be employed to fine tune existing programs and to assist in the development of future ones.

Approval Process for Faculty-led, Short-term Study Abroad Proposals

All faculty-led short-term, study abroad proposals and trips must be submitted to the Campus Study Abroad Committee for review.*

- Requisite safety factors have been given due consideration;
- Adequate site visits have been conducted prior to planning a trip and taking students;
- A risk assessment for the travel areas involved has been undertaken; and
- That everyone in the faculty member's supervisory chain and AUM administration is aware of the trip.

These requirements are not designed to make the process odious but rather to ensure maximum safety for faculty and students alike. Thus, the following serves as a guide to facilitate faculty efforts in getting trip proposals approved. Should you have any questions during the process, please feel free to direct them to the SA.

Approval Process

Once a faculty member has decided on a trip location and a general timeline (adequate planning usually requires planning for about 12 months in advance), the first step is to complete **Planning Approval Form (Form A) and the Faculty Director (Form A-1)**. After the department chair and college dean have signed off on the form, the plan should be submitted to the SA. If the faculty member is requesting financial support from SA, a budget sheet outlining projected costs must be included along with the form. (Please be advised that for purpose of defraying trip costs, SA may have additional questions, and faculty should not consider financial support as merely matter of course. Indeed, faculty is encouraged to seek other avenues of funding with the help of the Office of Sponsored Programs.)

SA will consider and weigh various risks associated with the travel: i.e., environmental, political, economic, or other areas of potential unrest or instability. Consequently, it is crucial that as much information be included in the faculty member's proposal as possible. The committee will also forward the proposal to AUM College of Nursing for a review of potential health risks.

The committee has four options once it considers a proposal:

- Recommend the proposal as submitted;
- Recommend with modification;
- Request additional information before rendering a recommendation; or
- Not recommend the proposal

If the proposal is recommended and the SA agrees, the faculty director may begin planning an on-site visit. (Written notification of approval will be provided.) For the proposals not recommended, a faculty member will receive a written explanation of the decision. S/he then has the option to appeal the decision to the appeal authority, which in this case is the Provost. To initiate such an appeal, a faculty member will need to:

- Notify the SA of intent to appeal; and

* The Campus Study Abroad Committee is comprised of representatives from each AUM's five academic colleges, the Honors Program director, and Study Abroad Program manager.

· Put the appeal in the form of a memorandum along with accompanying documentation supporting the faculty member's position. At the very least, accompanying documentation should include the packet of original materials returned by the committee.

Upon returning from a site visit, the faculty member must complete a report of her/his findings (**Form C**) and submit it to the department chair and college dean for final review. Once approved, the report should be forwarded to SA for review by the Campus Study Abroad Committee. If approved, the faculty member can then begin planning the trip itself. (Again, written notification of approval will be provided.) If it is not approved, s/he can pursue the appeals process outlined above.

Form A: Study Abroad Program Planning Approval

Please complete this document, obtain the signature of your Department Chair and Dean, and then return to the SA. This form provides the authorization needed to begin working with you on your study abroad program.

Proposed Program Concept

Proposed Program's Name & Department

Program Site: City/Country

Name & Location of other Universities or Partners

Proposed Start Date; Semester; and Duration in Weeks (i.e., 8/16; Fall 2017; 2 weeks)

Targeted No. of Students

Targeted Type of Students (i.e. Matriculation Level-Undergraduate/Graduate; Majors; AUM Students only or Open to other Universities)

FORM A (continued)

Brief Program Description & Course Alignment

Attach a narrative (500 words or less) and a one-page CV, highlighting any experiences you have had leading or participating in a study abroad program in the past.

Proposal Submitted by

Signature

Date

Approved by

Signature: Department Chair

Date

Signature: Dean

Date

Signature: Registrar

Date

FORM A-1: AUM Faculty-Led Study Abroad Program Director's Agreement

An eligible faculty member, Department Chair or Dean can initiate this form, which is required before a faculty member can lead a new or existing program abroad.

The following faculty member seeks approval/has been nominated by their Department Chair/Dean to lead an AUM study abroad program through their college.

Faculty/staff Member's Name

Faculty Member's Department and college

Name of Program Abroad

Location (City, Country)

Program Dates

The faculty member signing this agreement has read, understands, and will comply with the requirements outlined in the "Faculty-led, Short-term Study Abroad Programs Handbook," hereafter referred to as the "Handbook." **The Department Chair will be responsible for vetting the background of this individual to determine his/her suitability to lead and run a program abroad prior to approving this individual to lead a program abroad and for determining any compensation for this assignment. The Department Chair is responsible for keeping relevant paperwork on hand in the department to backup this decision. Any additional tasks specific to this program and not listed in the Handbook needs to be signed off by the faculty member, Department Chair, and Dean, and a signed copy needs to be attached to this document.**

Please indicate if an additional, signed, task list is attached: Yes No

Once this form is signed, the faculty member becomes the official Faculty Director for the program indicated above.

Reviewed and Agreed to by:

The original signed form and any attachments should be kept in the department and a complete copy sent to the Department SA.

Faculty Member's printed Name and Signature _____ Date

Dept. Chairs' Printed Name and Signature _____ Date

Dean's printed Name and Signature _____ Date

Assessment of Faculty-Led, Short-Term Study Abroad Program Proposals

The following rubric is designed to enable a committee of individuals to assess faculty-led, short-term study abroad program proposals in terms of potential associated risk. Faculty considering a study-abroad excursion should make sure to address each of the stated area. Please note a score of seven (7) is required in order to pass this section. While scores of zero (0) and two (2) should be clear, here are some examples of why a score of one (1) might be given.

- **Political Stability:** Global unrest or extreme difference between area of trouble and proposed site visit.
- **Health Risks:** Available care below US standard or possible health problems due to lack of sanitation or proper food preparation. Nursing staff will evaluate this information.
- **Criminal Activity:** Known area of tourists being preyed upon and/or weak police or military forces.
- **Advance Site Visit:** Limited knowledge of area, but has traveled internationally without students.
- **Faculty Director's Language Proficiency:** Either English is common in area or professor has passing knowledge of local language—can find help or assistance relatively easily.
- **Participants' Language Proficiency:** Similar to faculty director's capability by 33 percent or more of students.
- **Participants' Experience:** 50 percent or more have some international travel, understand process of going through customs, etc.

If a score of zero (0) or one (1) is expected in a particular category on the rubric, please attach an addendum that provides information regarding the ways in which the applicant plans to address the issues that lead to a low score.

Global Risk Evaluation & Assessment Team Faculty-Led Study Abroad Program Review

	0	1	2	SCORE
POLITICAL STABILITY	Unknown, unreported, unclear, or high risk of government instability, negative USSD travel advisory	Minor risk of instability, USSD advisories limited to areas distant from site	Stable government, no travel advisories	
HEALTH RISKS	Unknown, unreported, unclear, or high risk of illness, poor medical care available, poor accessibility for handicapped	Limited health risks	Little likelihood of health concerns, high quality medical care readily available, handicapped accessible	
CRIMINAL ACTIVITY	Unknown, unreported, unclear, or high risk of criminal activity	Limited criminal threat	Little threat of criminal activity	
ADVANCE SITE VISIT	Unknown, unreported, unclear, or limited experience with travel	Some time spent on site, some travel experience	Considerable experience on-site, significant international travel with students	
FACULTY DIR. LANGUAGE PROFICIENCY	Unknown, unreported, unclear, or limited language proficiency	Competent in local language(s), translators available	Near fluent in local languages(s)	
PARTICIPANTS' LANGUAGE PROFICIENCY	Unknown, unreported, unclear, or limited language proficiency	Competent in local language(s), translators available	Near fluent in local languages(s)	
PARTICIPANTS' EXPERIENCE[†]	Unknown, unreported, unclear, or limited travel experience	More than half have traveled internationally	Most have significant travel experience	

Approval requires a minimum score of seven (7).

[†] Scores from this category is NOT included in the overall score for approval. This category is included as additional information to help the committee make an informed decision.

Form B: Request for Authorization to Travel outside the 50 United States (RAT 50)

Faculty: Please complete your online RAT at least 2 months prior to the departure date and let the Study Abroad office know that.

Study Abroad Students complete the paper RAT attached to this handbook and submit to Study Abroad Office at least 2 months prior to the departure date.

Faculty: LEAVE a copy of passport with department. (Needed in case of emergency evacuation) and also fill the form below.

Name

Passport Country of issue

Number

Expiration date

Emergency Contact Information

Name	Relation to Traveler	Cell Phone	Home Phone	E-mail

Traveler _____ Date

Dept. Head _____ Date

Dean/Director _____ Date

Dependent Emergency Evacuation Insurance

PLEASE ATTACH ONE CHECK MADE OUT TO "AUM" FOR PAYMENT FOR ALL DEPENDENTS.

Calculation: \$2 times "TOTAL DAYS of TRAVEL" equals \$ AMOUNT for all dependents listed.

Amount of check attached \$ Note: enrollment not valid without check.

Form C: Faculty/Staff-Site Visit Report

Name of Program being reviewed

Location (City, Country)

Host Institute's/Provider's Name (if used)

By

Date

Goal of the Site Visit Process: To develop a deeper understanding of study abroad program possibilities, structures, and what students may experience.

Predeparture: Become oriented to the country and culture. Confirm logistics with on-site contact.

ON-SITE CHECKLIST

1. Collect Contact Names:	Attach Business cards OR fill in attached form. See item 4 on page 3
2. Consider the student's point of view and comments on each of the following:	Comments (Describe condition, cost, anything that need to be changed, supplies necessary, strengths and challenges for each.)
Airport to Destination-to school and /or housing (common means of transportation, safety, distance, time, etc.)	
International Staff (How they get to the office, who is there, working hours, 24/7 availability, etc.)	
Housing (condition, cleanliness, sufficient lighting, working appliances, maintenance, access, etc.)	
Housing Safety (Fire escapes, security, windows safe & secure with inside locking mechanism, etc.)	
Meals on Plan (Quality, variety, etc.)	
Dining facilities (Condition, cleanliness, maintenance, access, etc.)	
Meals on own (local restaurants, convenience, quality, variety)	
Where can students get hot/cold water to drink, buy snacks, incidentals, etc.? (convenience, quality of stores, variety)	
School bathroom facilities (convenience, condition, cleanliness, access, etc.)	
Classroom space (condition, cleanliness, etc.)	
Transportation to classrooms (most commonly used, condition, safety, convenience, etc.)	
Excursion (availability, convenience, affordability, safety, quality, leadership competence, etc.)	
Medical Facilities (most commonly used, condition, safety, convenience, etc.)	

FORM D Financial Aid Study Abroad Budget

Faculty Director

Program Name

Proposed Dates of Travel Total # of Days # of Students
 Currency in Country

Item	Total Cost	Cost per Traveler
Airfare		
Travel to and from Airport		
Airport taxes		
Luggage fees		
Travel Insurance Fees		
UNITED HEALTH		
Visa Costs*		
Passport Cost*		
Vaccination Cost*		
Housing costs: site 1		
site 2		
site 3		
site 4		
Food costs: site 1		
site 2		
site 3		
site 4		
Intracountry travel		
Admission Fees		
Additional Items		
TOTAL		

*AUM will not pay passport/visa fees/vaccination fees

Form D (continued)

Will the students cover the cost of your trip? Yes No

Adjusted total cost to student

Have you identified any funding sources to offset the cost of the trip? Yes No

If so please list the source, amount, and what the funds will be used for

Adjusted total cost of trip

Adjusted total cost for students

FOAM G: Procurement & Payment Services International Travel

University employees should obtain authorization from their supervisor before scheduling a business trip. Additionally, travel connected to a contract and grant must be authorized by the funding agency. For contract and grant travel, reimbursement is made at whichever is lower, the University rate or the rate set by the funding agency.

Internal travel requires prior, written approval via a “Request for Authority for International Travel (RAT 50).”

Auburn Montgomery does not provide advances for individual travel. With the exception of those travel related expenses that can be charged to AUM Purchasing Card, travelers should pay all cost of the trip and seek reimbursement after the travel has been completed.

INTERNATIONAL TRAVEL

Travel outside the US is considered international travel. That includes travel to US territories (such as Puerto Rico) or to neighboring countries (such as Mexico and Canada). International travel requires prior written approval via a Request for Authority for International Travel (RAT 50). International Travel RAT 50 For academic units, the RAT 50’s should be routed to the Provost’s Office for approval 30 days prior to travel. Documentation approval via the approval RAT 50 must be attached to the travel voucher for international travel expenses to be reimbursed.

LODGING

Actual lodging expenses will be reimbursed up to the maximum federal rate allowable in each city. Receipts are required.

MEALS and INCIDENTAL EXPENSES

Meals and incidental expenses will be reimbursed at the current federal M&IE rate for your destination. Receipts are not required.

Meals and Incidental Expenses include payments such as tipping, baggage handling, and transportation to/from meals. Items handled separately from these limits include:

- Official telephone, telegraph, faxes, and cables
- Passport and visas (including photos)
- Inoculations
- Birth and health certificates
- Transportation to/from the destination city
- Transportation on AU business within the destination city
- Airport parking
- Baggage and shipping charges

Receipts are not needed for taxi, subway or local bus services. Receipts are required for all other allowable expenditures.

FEDERAL RATE TABLES

Federal Rate Tables are available from the State Department at the following link:
http://www.gsa.gov/portal/content/100715?utm_source=OGP&utm_medium=print-radio&utm_term=mileage&utm_campaign=shortcuts

You may also obtain information from Procurement and Payment Services. Rates are revised monthly and reimbursement will be made at the rates effective during the actual travel days. You are strongly encouraged to check these rates prior to travel.

PERSONAL TRAVEL

Personal travel for side trips will not be reimbursed.

CONTRACT & GRANT “PER DIME”

Any “Per Diem” figures stated in contracts or grants will be used as maximum limits for reimbursement rather than a per diem since Alabama regulations prohibit per diems for travel outside the state (including international travel). Reimbursement will follow standard University travel policies and will be made at whichever rate is lower: the University rate or the rates set out in the contract or grant.

INTERNATIONAL DATE LINE

When crossing the International Date Line, compute the actual number of days on travel status not the number of calendar days.

USAID-RELATED TRAVEL

USAID-related travel may lead to expenses not normally allowed by AUM travel policy. Those may be paid and are not affected by standard AU travel regulations. Contact Procurement and Payment Services for guidance.

ALLOWABLE REIMBURSEMENT

Allowable reimbursement in AUM international travel policies may be allowed by the Departmental Head or other managing AUM administrator.

CURRENCY EXCHANGE FEES

Currency exchange fees may be claimed only when you are required to convert to/from US currency. Provide a receipt and documentation of the host country’s requirements on using local currency. You may not claim reimbursement for losses due to currency conversion.

Note: When traveling abroad: receipts need to be identified in US dollars and foreign currency. The currency conversion rate should be noted.

If you have questions, please contact Procurement & Payment Services.

FORM H: (continued) Emergency Information Worksheet for Programs

STANDARD INFORMATION FOR ALL PROGRAMS: UNITED HEALTH

<https://www.uhcsr.com/auburn> PHONE: 1-800-767-0700

UNITED HEALTH GROUP ID FOR AU: 35592 GLOBAL BENEFITS POLICY # US022220

Information on this page to be supplied by Faculty Leader:

1. AUM Faculty Director:

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Abroad Cell Phone:	
Abroad Fax Number:	
Abroad Mailing Address:	

2. Host Institution Contact Name:

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Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

(See continuous sheet for additional space)

3. Program Contact Name(s) Abroad:

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Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

(See continuous sheet for additional space)

4. 24 Hour Emergency Contact Name:

Cell Phone:	
Abroad Cell Phone:	
Fax:	
E-mail:	

FORM H (continued)

INFORMATION ON THIS PAGE TO BE SUPPLIED BY FACULTY DIRECTOR:

Nearest (check one)

US Embassy or US Consulate

(NOTE: ALL STUDENTS REQUIRED TO REGISTER WITH NEAREST EMBASSY)

Street Address

City State

Country Zip or mailing code

Phone w/City code Fax

E-mail

1. Nearest hospital to program location

Phone w/City Code:	<input type="text"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>

2. Red Cross or Red Crescent or similar agency

Phone w/City Code:	<input type="text"/>
Fax:	<input type="text"/>

3. In the event that a student does not arrive or is delayed on arrival please list the address to which said student should go or phone number should be called

During normal business hours:	<input type="text"/>
Phone number:	<input type="text"/>
After business/holiday phone:	<input type="text"/>

COMPLETED BY (PRINT)

DATE

SIGNATURE

TITLE

RECEIVED BY SA

DATE

FORM H (continued)

Host Institution Contact Name

Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

Host Institution Contact Name

Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

Program Contact Name(s) Abroad

Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

Program Contact Name(s) Abroad

Phone:	
School Phone:	
Cell Phone:	
Fax:	
Street Address:	
E-mail:	

Nearest hospital to program location

Phone w/City Code	
Fax:	
E-mail:	

Nearest hospital to program location

Phone w/City Code	
Fax:	

	Print Name/Signature	Date	Approved	
AUM Faculty Director			Yes	No

AUM Study Abroad Office Use Only-Do not write below this line.

SA Advisor		Date Received:	Date Enrolled:
Program Name		AUM College	Dept.