

## VIRGINIA WESTERN COMMUNITY COLLEGE

### I – ACADEMIC & STUDENT AFFAIRS POLICIES

#### I-35 – INTERNATIONAL TRAVEL POLICY

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**Policy Number:** I-35

**Last Reviewed:** July 8, 2014

**Responsible Dept.:** VICE PRESIDENT OF ACADEMIC AND STUDENT AFFAIRS

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#### **Purpose**

Recognizing that the successful student of today must possess a global awareness, Virginia Western Community College is dedicated to providing international experiences for its student body. These experiences may be in the form of tours, field trips, exchange programs for students, faculty, and staff, classes taught abroad, or providing international education through its faculty.

#### **Policy**

The President of the college must approve all foreign travel of any nature that is associated with Virginia Western Community College. For all courses, the faculty or staff member must insure that the trip serves an educational purpose. When involved in college-funded or college-sponsored international travel, faculty members, staff members and students should at all times remember that they represent Virginia Western Community College, the Commonwealth of Virginia, and the United States. The dates for Virginia Western Community College travel abroad should not conflict with regularly scheduled classes or faculty workdays. Faculty members are responsible for fulfilling their teaching or administrative duties to the college. Staff members are responsible for fulfilling their job responsibilities and communicating with their supervisor about leave time. A Travel Estimate Worksheet must be signed by the appropriate supervisors before the trip. All State Travel Policy Guidelines must be followed, especially those related to air travel, lodging allowances, per diem allowances, and currency exchange.

#### **Procedure**

##### **Guidelines for Faculty or Staff Traveling Abroad Without Students**

1. Faculty or Staff must meet with the School Dean prior to submitting their international travel proposal to the President to ensure that all paperwork is in order.
2. The dates for VWCC travel abroad should not conflict with regularly scheduled classes, faculty workdays or staffing needs. Faculty members and Staff are responsible for fulfilling their teaching or administrative duties to the college. Staff members are responsible for fulfilling their job responsibilities and communicating with their supervisor about leave time. Travel Estimate Worksheet signed by the appropriate supervisors must be submitted before the trip.
3. Faculty and Staff members must discuss financial arrangements with the Vice-President of Financial and Administrative Services or designee before making final arrangements. This discussion should include the source of funds (grant, state funds, local funds, foundation, other, etc.) and State Travel Policy Guidelines especially those related to air travel, lodging allowances, per diem allowances, and currency exchange.

4. When two or more employees travel internationally, it requires additional approvals as outlined in State Travel Policy; therefore, travel plans must be discussed with the Vice President of Financial and Administrative Services in advance to the trip to secure the proper approval.
5. Prior to leaving the college, Faculty or Staff members must submit the following to the School Dean:
  - a. An itinerary, which includes the names and telephone numbers of all hotels or other locations where the faculty/staff member can be contacted
  - b. Form IT-1 International Travel Faculty/Staff Release Form signed by the faculty or staff member releasing personal information and releasing the college from liability.
6. Upon return to the college, Faculty or Staff must submit a Travel Reimbursement form. Any travel made not following State Travel Policy Guidelines will not be reimbursed as it is the traveler's responsibility to discuss these arrangements before travelling.

#### Guidelines for Faculty or Staff Members Traveling Abroad with Groups

1. Faculty or Staff members planning to escort students and others under the sponsorship of VWCC outside the United States must submit their proposal to the School Dean. A preliminary travel proposal must be submitted at least six months prior to the date of departure.
2. Appropriate dress and behavior are expected at all times for the entire group. Regardless of the age of the students traveling, the faculty or staff sponsor is responsible for the safety and welfare of each of the members, and should know the status and whereabouts of each member at all times.
3. Form IT-5 International Group Travel Proposal must be completed and submitted to the School Dean at least three months prior to the date of departure. The Coordinator, with the assistance of the Professional Development Committee, will evaluate the IT-5 Travel Proposal.
4. If the IT-5 Travel Proposal is recommended for approval, it will be submitted to the Vice-President of Academic and Student Affairs and to the President for review and approval.
5. The college will not be responsible for reimbursing any expenses or expenditures incurred by the faculty director.
6. All monies collected must be deposited with the Financial Services Office and the same office will pay all expenditures from these monies.
7. An Application Form for participants in the International Group Travel should be developed by the faculty or staff director and must be completed by all travelers.
8. The faculty or staff director must submit a Travel Estimate Worksheet approved by the appropriate supervisors before departing on the trip.
9. Faculty and Staff members must discuss financial arrangements with the Vice-President of Financial and Administrative Services or designee before making final arrangements. This discussion should include the source of funds (grant, state funds, local funds, foundation, other, etc.) and State Travel Policy Guidelines especially those related to air travel, lodging allowances, per diem allowances, and currency exchange.
10. When two or more employees travel internationally, it requires additional approvals as outlined in State Travel Policy; therefore, travel plans must be discussed with the Vice President of Financial and Administrative Services in advance to the trip to secure the proper approval.
11. The following information and materials must be collected and forwarded to the School Dean:
  - a. An itinerary, which includes the names and telephone numbers of all hotels where the group can be reached.
  - b. A complete list of travelers with EMPLIDs, home addresses, and telephone numbers.

- c. A Form IT-1 (Faculty and Staff) and IT-2 (Student/Participant) International Travel Release Form signed by each travel participant releasing the college from liability and permission to release personal information.
  - d. Proof that each traveler has purchased an insurance plan that will provide a minimum of \$5,000 medical expense coverage.
  - e. A photocopy of the passport (and visa if necessary) for each traveler.
  - f. A completed Application Form for each traveler, providing the names, addresses, and telephone numbers of three family members or friends who can be contacted in case of emergency.
  - g. Trip budget per traveler and for the total project.
12. Upon return to the college, Faculty or Staff must submit a Travel Reimbursement form. Any travel made not following State Travel Policy Guidelines will not be reimbursed as it is the traveler's responsibility to discuss these arrangements before travelling.

#### Guidelines for Teaching Courses Abroad

1. Faculty planning to teach a course outside the United States must coordinate their proposal with their School Dean. A preliminary course proposal must be submitted at least six months prior to the date of departure.
2. Form IT-3 International Education Course Proposal must be completed and submitted to the School Dean at least three months prior to the date of departure. The Coordinator, with the assistance of the Professional Development Committee, will evaluate the IT-3 Course Proposal.
3. If the IT-3 Course Proposal is recommended for approval, the proposal will be submitted for review and approval by the School Dean, Vice-President of Academic and Student Affairs, and the President.
4. If the proposal is not approved at any step of this process, either the problems must be remedied or the course will not be taught and the travel cancelled.
5. Official approval must be granted in writing before any formal agreements or public notices can be initiated.
6. These additional factors will be taken into account in the approval process:
  - a. The composition of the course should enhance the learning process. The professor involved should encourage students to apply who will benefit from the experience.
  - b. The dates for VWCC courses taught abroad should not conflict with regularly scheduled classes or faculty workdays.
  - c. The School Dean will determine the number of students required for the course to be taught. The ordinary guidelines for course enrollment may be modified given the nature of the course and the associated international education experience being made available to the students.
  - d. The expenses incurred by the instructor will not be reimbursed by the college. Faculty will be given appropriate workload credit consistent with academic policy. The expenses of the instructor can be a part of the cost of the course for the student; this is within the discretion of the instructor.
  - e. All monies collected must be deposited with the Financial Services Office and the same office will pay all expenditures from these monies.
7. The following information must be submitted to the School Dean before the faculty and students depart:
  - a. The faculty member will have submitted IT-3 (Course Proposal).

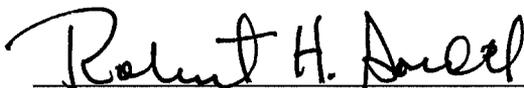
- b. All students must complete and sign a Form IT-4 Application to Take an International Travel Course. The minimum age of students should be 18.
- c. An itinerary, which includes the names and telephone numbers of all hotels where the group can be contacted.
- d. A list separate from the application forms which sets forth each students' name, EMPLID number, home address, telephone number, and names, addresses, and telephone numbers of three family members or friends who can be contacted in case of emergency.
- e. Appropriate Forms IT-1 and IT-2 International Travel Release Forms signed by all traveling participants releasing the college from liability and giving the college authority to release information about the participant to the persons who are to be contacted in case of an emergency.
- f. Written proof that each student is currently covered or has purchased an insurance plan that will provide a minimum of \$5,000 medical expense coverage.
- g. A photocopy of the passport for each student and faculty member.
- h. A complete breakdown of all costs per student and the total projected costs.

Forms:

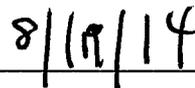
- [Form IT-1 - International Travel Faculty/Staff Release Form \(PDF\)](#)
- [Form IT-2 - International Travel Student/Participant Release Form \(PDF\)](#)
- [Form IT-3 - International Travel Course Proposal \(PDF\)](#)
- [Form IT-4 - Application to Take an International Travel Course \(PDF\)](#)
- [Form IT-5 - International Group Travel Proposal \(PDF\)](#)
- [Form IT-6 - Checklist for Planning a Trip Abroad \(PDF\)](#)

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Approved by



Robert H. Sandel, Ed.D.  
President



Date

Reviewed/Revised: 7/2014