

## PROCEDURES FOR TCU SPONSORED ACTIVITIES AWAY FROM CAMPUS

	<b>Metroplex experiential</b>	<b>Beyond the metroplex, U.S.</b>	<b>International**</b>
<b>Approval process:</b>	File description of activity with Department chair/Program director and obtain their endorsement.	File detailed itinerary for the planned study with the crediting dean and obtain the dean's endorsement. Interdisciplinary courses need the endorsement of each concerned dean.	Obtain the dean's endorsement and file detailed itinerary for the planned study with the CIS*. Interdisciplinary courses need the endorsement of each concerned dean.
	Be sure to have contracts with off-campus vendors or agents approved. See the <i>Handbook for Faculty and Staff</i> , General Policies and Services: Contracts.		
		For students whose experience is unaccompanied (e.g., independent study, internship, etc), in addition to the above, a regional contact must also be identified.	
<b>After approval, before departure:</b>	Each student must complete the Assumption of Risk form. This will be kept on file in the department or in CIS* if the program is international.		
	Sponsoring faculty and staff who drive TCU vehicles or who transport students should submit their information to Risk Management for a moving violations record check prior to driving. (Persons with two or more moving violations in the past three years, a conviction for DUI, drag racing or manslaughter with a motor vehicle may not drive on TCU business.)		
	Though student orientation may be determined necessary by the individual program, a formal orientation is not required.	All students must attend an orientation appropriate for the planned activity and destination.†	All students must attend a CIS* orientation appropriate for the planned activity and destination.†
		Each participant (faculty and students) must complete a confidential disclosure of specific health problems and medications. This information is to be taken along on the trip by the coordinator.	
		Under certain conditions, first-aid or first response training is recommended.‡	All participating faculty must attend an annual faculty orientation.‡
		Arrival and departure plans not already included in the study itinerary should be reported to the sponsoring department once flights, etc. are arranged. This is the responsibility of the student, although in certain circumstances faculty may coordinate planning for the entire class.	Arrival and departure plans should be reported to CIS* once flights are arranged. This is the responsibility of the student, although in certain circumstances faculty may coordinate planning for the entire class.
<b>Required elements:</b>	Any program fee collected from participants for the program will be deposited in accounts in the Dean's Office (or in some special cases and with the Dean's approval, in the department).		All funds for the trip must go through accounts in the CIS* (or appropriate Dean's office in the case of non-CIS sponsored trips). No additional monies are to be collected by faculty members while on the trip. If additional charges are incurred, either the faculty will pay on TCU's behalf or the students will pay the vendor themselves, e.g., for meals not included in program fees.
		Approved guests who go along on trips must pay relevant program fees. At the discretion of CIS and/or the Dean's Office, guests may be required to pay an audit fee for the course.	
		Each student must bring a cell phone with the number reported to the sponsoring faculty in advance and a list kept in department or Dean's office.	Each faculty sponsor abroad is to have an international cellular phone available at all times. Arrangements for phones may be made by the individual, with charges against the program budget.

		Contact forms are to be completed by students traveling on their own during the experience, e.g., weekend trips in Europe or Silver City. Students who are minors should confirm that their parents know where they are going. These forms are then turned in to the sponsoring faculty.
		Variations in planned itinerary for the program must be reported to the Dean's Office as a central information point. E.g., students who change arrival plans, class travel plans, etc.
		Variations program planned itinerary for the program must be reported to the CIS* as a central information point. For example, students who change arrival plans, class travel plans, etc.
		Travel Warnings and Alerts from the U.S. Department of State must be monitored and heeded according to the TCU policy.**

\* CIS = Center for International Studies: Study Abroad

† Orientations for graduate and undergraduate students, adults and minors may differ. For international trips, appropriate information should be provided to the CIS when the orientation session is scheduled. Orientations may address as necessary: alcohol laws, other legal issues, foreign language phrases, issues related to 3<sup>rd</sup> world country travel.

‡ Orientation for faculty will recommend first-response and/or first-aid training as appropriate. Faculty orientation may include information on alcohol laws in destination country or state. It is advisable that two or more responsible adults be sent with the accompanied minor students. This could be multiple faculty, faculty and staff, or faculty and graduate assistant. Gender diversity is encouraged.

\*\* TCU International Travel Procedures:

All faculty and staff planning TCU funded international travel with TCU students must coordinate travel with the TCU Center for International Studies (CIS). Contact CIS staff for guidance at least eight weeks prior to departure. Further guidance is available through the CIS website at <http://studyabroad.tcu.edu/default.asp?pid=146>.

#### **Travel Warnings and Travel Alerts**

Faculty, staff and students should be aware of **Travel Warnings** (long-term risk conditions) issued by the U. S. Department of State concerning countries for which travel by U.S. Citizens is considered dangerous and should be avoided. Prior to making any travel plans, those wishing to travel abroad using TCU or external research funds should check the U.S. State Department Website for advisories ([http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)). TCU will **not** permit employees to travel on University business to countries where **Warnings** have been issued.

In cases where the State Department has issued a **Travel Alert** (short-term risk conditions) for dangerous areas within a country, TCU faculty/staff/student groups are **not** permitted to travel in the designated area without prior written approval by the dean or appropriate vice chancellor. The U.S. State Department Website details Travel Alerts ([http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)).

If a faculty/staff/student group has planned for travel abroad and a **Travel Warning** is issued prior to departure, that travel must be cancelled, even if deposits have been paid. If an individual or group has departed prior to a **Travel Warning**, the individual or group must return to the U.S. as soon as possible. In both cases, university funds will be permitted as expense reimbursement. Please review all TCU expense reimbursement procedures prior to travel. Contact should be made with TCU as soon as possible to coordinate return and to establish a communication point.

TCU has partnered with *International SOS* who can assist with travel inquiries and emergencies. Please consult this site PRIOR to travel. Information is available through the Center for International Studies or (<http://studyabroad.tcu.edu>).

Faculty and staff are required to plan for and maintain cell phone service for emergency communication while traveling. **Itineraries and emergency contact information** must be on file with the department chair and TCU Campus Police prior to travel on any TCU funded trip outside the U.S.

**Travel Insurance and Repatriation**

Individuals should be advised that TCU insurance coverage will **not** cover any claims arising out of travel in areas where a **Travel Warning** has been issued. Further, emergency repatriation coverage may be limited or not available in additional countries that are not on the State Department **Travel Warning** list. Contact the Center for International Studies (CIS) early in the planning process to determine emergency repatriation resources and restrictions. CIS can also provide information on travel insurance options for students, faculty, and staff. Travel insurance should be considered for departments planning international group travel. <http://studyabroad.tcu.edu/>