

## Faculty/Staff-led Study Abroad/Away Checklist

\_\_\_ Submit the FLSA Proposal with appropriate signatures to the Office of Global Engagement (OGE) and start holding your information/interest meetings 9 months prior to travel! For example, you should start holding interest meetings in September for a May Study Abroad. Study Abroad (SA) recommends 3-5 information meetings in the fall semester to inform students and get them signed up by December.

\_\_\_ Have 8 students signed up for your class, completed the Study Abroad [short-term application](#), and paid the [\\$50 fee](#)? (Fewer students are acceptable, but check with your Department Chair and Study Abroad if you don't have eight registered for your course.)

\_\_\_ Have you set up payment deadlines for students? It's important to get money in from students early so there is time to find affordable airfare as well as pay any necessary deposits to third-party organizations.

\_\_\_ Discussed with SA about airfare / air travel?

- Study Abroad will not make purchases for your study abroad until we have received student payments, so plan accordingly!
- Recommendation *student payment plan* for a spring (May) study abroad:
  - First payment: first week of December
  - Second payment: mid-late January
  - Third payment (optional): mid-February

*Payments are done  
at the Cashier's  
Office with the  
[Study Abroad Slip!](#)*

\_\_\_ Submitted your Travel Request? (Your department approves your travel.)

\_\_\_ Gave Study Abroad a copy of your passport, as well as told your students to submit theirs to OGE?

\_\_\_ Familiar with travel in-country? Roles and responsibilities between the other faculty/staff going? Or third-party? How to keep the group safe? (Refer to the Manual, Proposal, and US State Department's website.)

\_\_\_ Emergency plan? (Refer to the STEP Registration process. Write down local *in-country* numbers that will be useful. Hotel phone number, US Embassy's phone number, local "911", etc.)

\_\_\_ While traveling.....Check in with the Study Abroad Coordinator every few days (via text, WhatsApp) before, during, and upon successful re-entry to the USA after clearing US Customs.

\_\_\_ Submit Travel Reimbursement within 30 days from return of trip (Study Abroad approves your reimbursement since monies come out of the SA Fund- 252420.)

*\*The Office of Global Engagement / Study Abroad has a University credit card to make purchases. This is the preferred method of payment, so plan accordingly. If wire transfers or cash payments are required, give Study Abroad several weeks' notice.*