
**International Travel
Policy and Procedures**

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International Travel Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) supports international travel experiences that contribute to students, faculty, and staff gaining the knowledge and skills necessary to become responsible, successful citizens in a globally-connected world. The International Travel Policy and Procedures establishes the parameters and approval process for international travel opportunities provided or supported by the College. Travel experiences for students are capped at 30 students per trip.

II. Definitions for the Purpose of this Policy and Procedures

- A. **“Applicant”** refers to FCC faculty or staff members who submit a proposal/request for an international travel experience or a credit or non-credit course which includes international travel. The applicant serves as the FCC trip leader.
- B. **“Authorized traveler”** means any member of the College community authorized by the College to travel for an educational or College-related purpose.
- C. **“College community”** includes trustees, students, and all employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.
- D. **“Faculty member”** means any person hired full or part-time by the College to conduct credit or non-credit instruction.
- E. **“International Education Committee (IEC)”** is comprised of College faculty and staff with a shared vision for promoting international education. The IEC is chaired by the Associate Vice President for the Center for Teaching and Learning and consists of representatives from all departments of the Academic Affairs Team; the Director for the Office of Diversity, Equity, and Inclusion; the Director of College Safety and Emergency Preparedness; the Associate Vice President for Fiscal Services; representatives from the Continuing Education and Workforce Development Team; and other interested individuals appointed by the Provost. IEC is the body that reviews international travel proposals and recommends approval or non-approval of proposals to the Senior Leadership Team.
- F. **“International institution”** refers to any institution located outside of the United States of America in a country that requires a passport for entry.
- G. **“Risk management”** means the identification, assessment, and prioritization of risk as it relates to international travel including insurance, safety, legal limitations, and health concerns.
- H. **“Senior Leadership Team (SLT)”** refers to the President’s leadership group comprised of the President, the Provost/Vice President for Academic Affairs, the Vice President for Learning Support, the Vice President for Continuing Education and Workforce Development, the Vice President for Finance and Human Resources, the Chief Information Officer, the Special Assistant to the President for Institutional Effectiveness, and the Chief of Operations.

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- I. **“Student”** means an individual who is registered at the College, either full or part-time, in a credit or non-credit course or courses, who has either paid or made arrangement for payment of tuition and/or fees.
- J. **“Tour Company/Vendor”** refers to a company, vendor, or agent approved by the College risk manager to arrange for international travel.
- K. **“Workdays”** means Monday through Friday and does not include weekends, holidays, or days the College is closed.

III. Categories of International Travel

The College supports international travel that is aligned with one of the following categories.

A. Travel Aligned with Course Curricula for Credit

- 1. International travel for academic credit must be aligned with the course curriculum.
- 2. Authorized travelers will include only students registered in the course offering the travel experience and approved FCC employees.
- 3. Students and employees must be at least 18 years of age at the time of the travel departure. In countries where alcohol consumption is allowed for individuals under the age of 21, the FCC international travel experiences must require that all students and employees abide by the legal drinking age of 21 and the College Alcohol, Tobacco, and Other Drug Use and Awareness Policy and Procedures (ATODA).

B. Non-Credit Travel Opportunities through Continuing Education and Workforce Development

- 1. International travel through non-credit Continuing Education and Workforce Development (CEWD) may include educational tours or international travel opportunities.
- 2. Authorized travelers will include only students registered in the non-credit course offering the travel experience and approved FCC employees.
- 3. Students and employees must be at least 18 years of age at the time of the travel departure. In countries where alcohol consumption is allowed for individuals under the age of 21, the FCC international travel experiences must require that all students and employees abide by the legal drinking age of 21 and the College ATODA.

C. Travel Acting in the Capacity of FCC Trip Leader or Assistant Trip Leader

- 1. All FCC international travel experiences must include a minimum of two FCC employees, one acting as a trip leader and the other as an assistant trip leader. For every international travel experience that includes up to twenty (20) students, two (2) FCC employees are required. For international travel experiences with twenty-one (21) or more students, an additional FCC employee is required to travel as an assistant trip leader.
- 2. Trip leaders and assistant trip leaders must travel with the students from the point of departure, remain on the trip with the students, and travel back with the students.

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3. FCC trip leaders and assistant trip leaders will pay their own travel fees (tour, airfare) unless fees are covered by the tour provider, or, if funds are available, paid by the College.

D. Travel for Employees for Professional Development or College-related Business

1. Employees of the College may have the opportunity for international travel for professional development or to present or represent the College at an international conference or event.
2. Faculty seeking international travel experiences for professional development must follow the Professional Development Funding Guidelines and Application (PDFGA). All other employees seeking international travel experiences for professional development or College-related business must seek approval through the Travel with Accommodations Request Form (TARF).

E. Travel through the Maryland Community College International Education Consortium

FCC is a member of the Maryland Community College International Education Consortium (MCCIEC), which provides students, faculty, and staff the opportunity to study abroad and participate in other educational travel opportunities that are not hosted by the College. MCCIEC has two basic purposes for Maryland community college students, faculty, and staff (1) to improve the accessibility, quality, and diversity of study abroad and other educational travel opportunities for Maryland community college students and (2) to create and share resources and to facilitate collaboration among MCCIEC member institutions. The agreement between FCC and other MCCIEC members is outlined in the MCCIEC Memorandum of Understanding agreed upon by the M4CAOs on May 29, 2008.

IV. Procedures

A. Travel Aligned with Course Curricula for Credit and Non-Credit Travel Opportunities through Continuing Education and Workforce Development

1. Development of a Proposal
 - a. Applicants requesting international travel experiences for credit or non-credit must submit the International Travel Proposal form which outlines the purpose of the international travel and, for credit courses, how it relates to the curriculum.
 - b. The proposal must also include the College-approved tour company/vendor who will coordinate the trip, the FCC trip leader and assistant trip leader, a clearly stated cancellation policy that will appear on the Student International Travel Application form, and the projected costs of the trip.
 - c. In developing the proposal, the applicant should consult guidelines in the College International Travel Experience (ITE) Handbook available from the Center for Teaching and Learning.

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2. Proposal Approval by Department Chair and/or Direct Supervisor
 - a. The International Travel Proposal Form should be submitted by the applicant to his/her department chair and/or direct supervisor for approval.
 - b. If approved, the proposal should be forwarded to the Associate Vice President (AVP) for Fiscal Services (Risk Manager) and the Director of College Safety and Emergency Preparedness.
3. Risk Management Review and Recommendations
 - a. The Associate Vice President (AVP) for Fiscal Services (Risk Manager) and Director of College Safety and Emergency Preparedness will review open source information reports and information obtained and consult with the applicant.
 - b. The AVP for Fiscal Services (Risk Manager) and Director of College Safety and Emergency Preparedness will each submit a recommendation to the applicant and the IEC within ten (10) workdays of receipt of the proposal that was approved by the department chair and direct supervisor.
 - c. Based on the recommendations of the risk management review, the applicant must submit the International Travel Proposal form to the IEC Chair at least six (6) months before the projected travel dates.
4. International Education Committee (IEC) Review and Recommendation
 - a. The IEC will convene a meeting where the applicant presents the proposal and answers questions.
 - b. The IEC reviews the proposal with the applicant to ensure that the international experience is planned during an appropriate period, aligns with the mission of the College, aligns with the curricular needs (for credit travel experiences), includes risk management review and recommendations, and has accounted for the resources necessary.
 - c. The IEC submits the recommendation to approve or deny the proposal to the Senior Leadership Team.
 - d. The IEC Chair will send written notification of the Committee's approval or denial for moving forward to the applicant, department chair, direct supervisor, and senior leader.
5. Senior Leadership Team Approval
 - a. After the IEC has made a recommendation to approve the proposal, the applicant forwards the approved proposal, recommendations, and accompanying documents to his/her senior leader, who facilitates review by the Senior Leadership Team (SLT).
 - b. The SLT reviews the proposal and accompanying documents for final approval.
 - c. Upon SLT approval, the applicant will meet with the IEC Chair or designee to outline steps needed to finalize the details of the trip, work out logistics, and create a timeline for marketing.

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6. Pre-travel Requirements

- a. The FCC trip leader must ensure that the senior leader, direct supervisor, and IEC Chair have accurate contact information for all participating students and employees.
- b. The FCC trip leader must ensure that the senior leader, direct supervisor, and IEC Chair have emergency contact information for individuals for each destination country.

7. Post-travel Requirements

Following the international travel experience, the applicant must:

- a. Contact the IEC Chair to schedule a debriefing with the IEC.
- b. Submit final IEC paperwork that summarizes the experience within thirty (30) workdays of completion of travel.

The applicant is also strongly encouraged to contact the FCC Professional Development Committee to schedule a professional development event for faculty and staff.

B. Travel Acting in the Capacity of FCC Trip Leader or Assistant Trip Leader

1. FCC trip leaders and assistant trip leaders who have been identified in a proposal for international travel are approved by the Senior Leadership Team through criteria established in the ITE Handbook. Additionally, FCC trip leaders and assistant trip leaders must also submit a Non-Local Travel with Accommodations Request Form (TARF) (<http://www.frederick.edu/tarf-form>).
2. The FCC trip leader is responsible for:
 - a. Traveling with the students from the point of departure, remaining on the trip with the students, and traveling back with the students.
 - b. Serving as the applicant for the international travel experience and facilitating all internal processes prior to departure and upon return.
 - c. Organizing and coordinating with the tour company/vendor all arrangements for international travel.
 - d. Serving as the leader and spokesperson throughout the travel itinerary.
 - e. Assuming or delegating responsibility in emergency situations.
 - f. Securing international cell and/or data coverage, paid for by the College, and communicating with designated College administration throughout the trip.
 - g. Problem-solving and providing on-site support for all authorized travelers.
3. The FCC assistant trip leader is responsible for:
 - a. Traveling with the students from the point of departure, remaining on the trip with the students, and traveling back with the students.

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- b. Ensuring that all students abide by all FCC College Policies and Procedures, including the Student Code of Conduct, the ATODA, and Title IX Sexual Misconduct.
 - c. Carrying contact information, emergency information, and copies of passports for each traveler throughout the entire trip.
 - d. Problem-solving student issues or emergencies during the trip and providing on-site support to students.
4. Pre and Post-travel Requirements
- a. FCC trip leaders and assistant trip leaders should adhere to all applicable pre and post-travel requirements as stated in this Policy and Procedures.
 - b. FCC trip leaders and assistant trip leaders must submit their reimbursement requests on a Travel Expense Reimbursement Form (TERF) (www.frederick.edu/terf-form), along with itemized receipts and a copy of the approved TARF, to Accounts Payable within thirty (30) days of completion of travel.

C. Travel for Employees for Professional Development or College-related Business

1. Initial Travel Approval
- a. Faculty must submit their request for international travel for professional development using the Professional Development Funding Guidelines and Application (PDFGA) available in the Center for Teaching and Learning, along with a Non-Local Travel with Accommodations Request Form (TARF) (www.frederick.edu/tarf-form).
 - b. All other employees of the College wishing to apply for international travel for professional development or College-related business should submit their requests using the Non-Local Travel with Accommodations Request Form (TARF) (www.frederick.edu/tarf-form) to obtain approval from their direct supervisor and senior leader.
 - c. If approved, all forms for international travel for professional development or College-related business should be forwarded to the Associate Vice President (AVP) for Fiscal Services (Risk Manager) and the Director of College Safety and Emergency Preparedness.
2. Risk Management Review and Recommendations
- a. The Associate Vice President (AVP) for Fiscal Services (Risk Manager) and Director of College Safety and Emergency Preparedness will review open source information reports and information obtained and consult with the applicant.
 - b. The AVP for Fiscal Services (Risk Manager) and Director of College Safety and Emergency Preparedness will each submit a recommendation to the applicant within ten (10) workdays of receipt of the PDFGA and/or TARF.

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3. Final College Approval

- a. The applicant forwards the approved PDFGA and/or TARF, risk management recommendations, and accompanying documents to his/her senior leader, who facilitates the review by the SLT.
- b. The SLT reviews the request for final approval.
- c. The authorized traveler may begin coordinating travel arrangements with an approved tour company/vendor only after he/she has obtained final approval for international travel from the SLT.

4. Post-travel Requirements for Reimbursement

Authorized travelers must submit their reimbursement request on a Travel Expense Reimbursement Form (TERF) (www.frederick.edu/terf-form), along with itemized receipts and a copy of the approved TARF, to Accounts Payable within thirty (30) days of completion of travel.

D. Travel through the Maryland Community College International Education Consortium (MCCIEC)

Procedures for applying for international travel through the MCCIEC are available from the Center for Teaching and Learning.

V. Requirements for All Forms of International Travel

A. Authorized Traveler Insurance Requirements

Every authorized traveler must show proof of personal health insurance.

Every authorized traveler must purchase and show proof of personal international medical insurance, including medical evacuation, to be eligible to travel. All authorized travelers are encouraged to also purchase their own personal travel insurance.

The College risk management review will include an assessment to determine if additional forms of international travel insurance are required.

B. Selection of Tour Company/Vendors

All categories of international travel must secure a tour company/vendor from the College-approved list of tour companies and vendors maintained by the AVP for Fiscal Services (Risk Manager). Tour companies and vendors are approved through criteria established in the ITE Handbook and selection of a tour company/vendor must be in accordance with the College Employee Code of Ethics.

C. Required Forms, Waivers, and Documents

1. For Students

Students are required to submit the following forms to the FCC trip leader:

- a. Student International Travel Application Form
- b. Student Emergency Information Card

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- c. Student Medical Information Form
 - d. Acknowledgement, Waiver and Release of Liability, and Covenant Not to Sue
 - e. Proof of International Medical Insurance inclusive of Medical Evacuation
 - f. Proof of Health Insurance
 - g. Current Passport, valid for six months past the trip departure date
 - h. Other Identification and Documents as deemed appropriate for the experience (e.g., required visas)
 - i. Acknowledgement of Requirement to Abide by FCC College Policies and Procedures, including the Student Code of Conduct, the ATODA, and Title IX Sexual Misconduct.
2. For Employees
- Employees are required to submit the following forms to their Senior Leader and, if appropriate, the FCC trip leader:
- a. Non-Local Travel with Accommodations Form (www.frederick.edu/tarf-form)
 - b. Acknowledgement, Waiver and Release of Liability, and Covenant Not to Sue
 - c. Employee Emergency Information Card
 - d. Employee Medical Information Form
 - e. Proof of International Medical Insurance inclusive of Medical Evacuation
 - f. Proof of Health Insurance
 - g. Current Passport, valid for six months past the trip departure date
 - h. Other Identification and Documents as deemed appropriate for the experience (e.g., required visas)
 - i. Trip Leader and Assistant Trip Leader Responsibility Form
 - j. Acknowledgement of Requirement to Abide by FCC College Policies and Procedures, including the Student Code of Conduct, the ATODA, and Title IX Sexual Misconduct

D. Pre-Departure Orientation

Authorized travelers' mandatory pre-departure orientation will cover the following topics:

1. Risk Management
 - a. Risk reduction
 - b. Legal issues
 - c. Document security
 - d. Crisis management

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2. Cultural & Travel Competencies
 - a. Destination etiquette
 - b. Money management
 - c. Health
3. Final preparations
 - a. Itinerary review
 - b. Airport, duties, and customs procedures

E. Cancellation Policies

All international travel experiences require a cancellation policy, which must be clearly communicated to all authorized travelers.

F. Smart Traveler Enrollment Program

All authorized travelers are required to enroll in the Smart Traveler Enrollment Program at <https://step.state.gov/STEP/Pages/Common/Citizenship.aspx>.

G. Transportation within the destination country

All transportation in the destination country must be provided by licensed professionals. Authorized travelers are prohibited from operating motorized vehicles during College-approved international travel.

H. Conduct

All authorized travelers must abide by College policies and procedures and rules and regulations related to the specific trip and the travel destination.