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**International Travel  
Policy and Procedures**

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# **International Travel Policy and Procedures**

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) supports international travel experiences, including short-term study abroad courses, which contribute to students, faculty, and staff gaining the knowledge and skills necessary to become culturally responsive, responsible, and successful global citizens. The International Travel Policy and Procedures establishes the parameters and approval process for international travel opportunities provided or supported by the College.

## **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 typically serves as the FCC trip leader.
- B. **“Authorized traveler”** refers to any member of the College community authorized by the College to travel for an educational or College-related purpose.
- C. **“College community”** refers to 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”** refers to any person hired full or part-time by the College to conduct credit or non-credit instruction.
- E. **“International Travel Experiences Subcommittee”** refers to the subcommittee of the Global Learning Committee (GLC) that is comprised of the Associate Vice President for the Center for Teaching and Learning and the GLC co-chairs, specifically the Executive Director of Diversity, Equity, and Inclusion and a designated faculty member.
- 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”** refers to 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/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development; the Vice President (VP) for Finance; the VP for Human Resources; the VP for Learning Support; the Chief of Operations; the Chief Information Officer; and the Special Assistant to the President for Institutional Effectiveness.
- I. **“Short-term Study Abroad Courses”** refers to a designation by the United States Department of State as well as other Maryland Colleges and Universities for academic international travel that: 1) is shorter than one month in length (often range from the length of Spring Break to two weeks), 2) is an academic program and therefore includes academic course requirements and rigor, and 3) can result in academic credit towards graduation and/or other forms of credentialing.

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- J. **“Student”** refers to an individual who is registered at the College, either full or part-time, in a credit or continuing education class or classes, who has either paid or made arrangement for payment of tuition and/or fees.
- K. **“Trip Leader”** refers to the College employee who is responsible for coordinating and leading the student travel.
- L. **“Assistant Trip Leader”** refers to the College Employee who is responsible for supporting the Trip Leader and co-coordinating student travel with the Trip Leader.
- M. **“International Travel Experiences (ITE) Handbook”** refers to the guide to international travel available from the Center for Teaching and Learning. The handbook contains deadlines and guidelines for proposing and leading a trip as well as trip leader, assistant trip leader, and student forms.
- N. **“Tour Company/Vendor”** refers to a company, vendor, or agent approved by the College risk manager to arrange for international travel.
- O. **“Workdays”** refers to Monday through Friday and does not include weekends, holidays, scheduled breaks, or other days the College is closed.

### **III. Categories of International Travel**

The College supports international travel that aligns 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 a course associated with the travel experience and approved FCC employees.
3. Travel experiences for students are capped at 30 students per trip.
4. 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, Opioid, and Other Drug Use and Awareness Policy and Procedures \(ATODA\)](#).

#### **B. Non-Credit Travel Opportunities**

1. Non-Credit International travel may include educational tours, international travel opportunities, or approved partnerships with travel companies.
2. Authorized travelers will include only students registered in a non-credit course associated with the travel experience and approved FCC employees.
3. Travel experiences for students are capped at 30 students per trip.
4. 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

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students and employees abide by the legal drinking age of 21 and the [College ATODA](#).

### **C. Travel While 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.
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 in accordance with the [Travel Expense Reimbursement Policy and Procedure](#).

### **CI. 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. All faculty and staff members, regardless of the area of the College in which they work, must apply for International Travel using the [Academic Affairs, Continuing Education, and Workforce Development Professional Development Application](#) to allow the international travel experience to be formally reviewed in terms of safety, security, and risk.

### **CII. 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 educational travel opportunities hosted by other Maryland Community Colleges. The agreement between FCC and other MCCIEC members is outlined in the MCCIEC Memorandum of Understanding.

## **IV. Procedures**

### **A. Travel Aligned with Course Curricula for Credit and Non-Credit Travel Opportunities**

1. Development of a Proposal
  - a. Prior to developing a proposal, the applicant should consult with both their supervisor and Department Chair as well as the International Travel Experience Subcommittee to discuss the proposed travel experience, gather information about related College policies and procedures, and understand the timeline and

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processes involved with proposing and offering an international travel experience.

- b. In developing a proposal, the applicant must use the International Travel Experience (ITE) Handbook available from the Center for Teaching and Learning. The handbook contains deadlines and guidelines for proposing and leading a trip as well as trip leader, assistant trip leader, and student forms.
  - c. 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.
  - d. The proposal must also include the College-approved tour company/vendor who will coordinate the trip, the FCC trip leader and assistant trip leader if known at the time, a clearly stated cancellation policy that will appear on the Student International Travel Application form, and the projected costs of the trip. See the International Travel Experiences Handbook for details.
2. Proposal Approval by Department Chair or Direct Supervisor and Executive Director/Associate Vice President
- a. The applicant should submit the International Travel Proposal Form. This form will go to their direct supervisor/department chair and Executive Director/Associate Vice President for approval within ten (10) workdays of receipt of the proposal form. The role of the supervisor is to determine if the proposal is appropriate, review all details, and aligns with professional development, area, and/or College-level goals. The role of the Executive Director/Associate Vice President is to substantively review the proposal for coherence with the global learning goals of the College as well as goals of the area, strength of the proposal, and, if relevant, curricular goals.
  - b. If the Supervisor and/or Executive Director/Associate Vice President has concerns with the proposal, the Supervisor and/or the Executive Director/Associate Vice President will communicate with the applicant the questions or concerns about the proposal to support the modification of the proposal as needed.
  - c. When approved, the proposal will then be routed to the Vice President for Finance (Risk Manager) and the Director of College Safety, Security, and Emergency Preparedness.
3. Risk Management Review and Recommendations
- a. The Vice President for Finance (Risk Manager) and the Director of College Safety, Security, and Emergency Preparedness will review the proposed travel experience to assess risk and liability.
  - b. The Vice President for Finance (Risk Manager) and Director of College Safety, Security and Emergency Preparedness will each submit a recommendation with explanation via email as well as through the form to the applicant as well as the International Travel Experience Subcommittee within ten (10) workdays of

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receipt of the proposal that was approved by the department chair and direct supervisor.

4. International Travel Experience Subcommittee Review and Recommendation
  - a. Upon receiving the travel proposal, the Subcommittee will review the proposal 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), is likely to have sufficient enrollment in the instance that two trips are proposed in the same cycle, includes risk management review and recommendations, and has accounted for the necessary resources.
  - b. The Subcommittee will submit the recommendation to approve or deny the proposal to the Senior Leadership Team via the Provost/Executive Vice President for Academic Affairs, Continuing Education, and Workforce Development.
  - c. The Subcommittee will send written notification of the approval or denial for moving forward to the applicant, department chair, direct supervisor, Executive Director/Associate Vice President (AVP), and senior leader.

5. Senior Leadership Team Approval

The Senior Leadership Team (SLT) reviews the proposal and accompanying documents for final approval and notifies the applicant and International Travel Experiences Subcommittee of SLT's decision. If the course is for credit, the Director of Financial Aid, the Bursar, the Registrar, and the FCC Foundation will also be notified upon approval.

6. Pre- and Post-travel Requirements
  - a. Upon SLT approval, the applicant will meet with the International Travel Experience Subcommittee to outline steps needed to finalize the details of the trip, work out logistics, and create a timeline for marketing.
  - b. The FCC trip leader must ensure that the senior leader, direct supervisor, and the International Travel Experience Subcommittee have accurate contact information and emergency contact for all participating students and employees. For additional pre-travel requirements, consult the International Travel Experiences Handbook.
  - c. If the International Travel Experience is for credit, the FCC trip leader should notify the Bursar, Director of Financial Aid, Registrar, and the FCC Foundation about the study abroad course once approved by SLT. This will allow the course to be added to a potential cost of attendance, while also allowing the offices to make the student aware of financial aid and scholarship opportunities. In addition the trip leader, with the support of the Associate Vice President for the Center for Teaching and Learning, needs to work with the Director of Financial Aid, the Registrar, and Bursar to make sure the course is part of the student's cost of attendance:

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- i. The trip leader should work with the Bursar to ensure that the appropriate budget account have been established with the Finance Department and to notify the Bursar of the total trip charges and the expected payment percentages, and together they will establish the payment schedule due dates.
- ii. The FCC trip leader must provide monthly updates of those students (name and ID numbers) who have enrolled in the trip to each of these offices. At that time the student will be enrolled in the academic credit course and the total additional trip costs will be added to the students account.
- iii. It is the trip leader's responsibility to contact the Bursar to ensure that all students are enrolled in all required courses, and have paid in full or made payment arrangements at least (30) days prior to departure.
- d. Prior to the trip departure, the Director of College Safety, Security, and Emergency Preparedness will conduct additional risk and liability assessments when there are identified travel alerts and at least once within sixty (60) days prior to travel.
- e. Following the international travel experience, the applicant must contact the International Travel Experience Subcommittee to schedule a debrief and complete paperwork related to travel reimbursement within thirty (30) workdays in accordance with the [Travel and Expense Reimbursement Form \(TERF\)](#).
- f. The Associate Vice President for the Center for Teaching and Learning will retain student release forms and waivers for a period of three (3) years.

### **B. Travel While 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 \(TARF\)](#).
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. For credit international travel experiences, leading and facilitating all internal processes prior to departure and upon return.
  - c. For credit international travel experiences, promoting the trip, recruiting students, conducting orientation sessions, and serving as the instructor of record.

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- d. Ensuring that all students abide by all FCC College Policies and Procedures, including the [Code of Student Conduct](#), [ATODA](#), and [Title IX Sexual Harassment](#).
  - e. Organizing and coordinating with the tour company/vendor all arrangements for international travel.
  - f. Serving as the leader and spokesperson throughout the travel itinerary.
  - g. Assuming or delegating responsibility in emergency situations.
  - h. Securing international cell and/or data coverage, paid for by the College, and communicating with designated College administrators throughout the trip.
  - i. Problem-solving and providing on-site support for all authorized travelers.
  - j. Provide information technology precautions to all 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.
  - b. For credit international travel experiences, support the Trip Leader, as appropriate, with promoting the trip, recruiting students, conducting orientation sessions, and supporting instruction.
  - c. Ensuring that all students abide by all FCC College Policies and Procedures, including the [Code of Student Conduct](#), [ATODA](#), and [Title IX Sexual Harassment](#).
  - d. Carrying contact information, emergency information, and copies of passports for each traveler throughout the entire trip.
  - e. Problem-solving student issues or emergencies during the trip and providing on-site support to students.
4. Pre- and Post-travel Requirements for Trip and Assistant Trip Leaders
- 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), along with itemized receipts and a copy of the approved [TARE](#), 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**

All employees seeking international travel experiences for professional development as part of their Employee Development Plan (EDP) must apply using the [Academic Affairs, Continuing Education, and Workforce Development Professional Development Application](#). In addition to this application, the employee should submit an itinerary and any other supporting documents to their Supervisor and Executive Director/Associate Vice President.

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2. Risk Management Review and Recommendations
  - a. The Vice President for Finance (Risk Manager) and the Director of College Safety, Security, and Emergency Preparedness will review the proposed travel experience to assess risk, including information technology risk, and liability.
  - b. The Vice President for Finance (Risk Manager) and Director of College Safety, Security, and Emergency Preparedness will each submit a recommendation to the applicant and senior leader within ten (10) workdays of receipt of the Academic Affairs, Continuing Education, and Workforce Development Professional Development Application.
3. Final College Approval
  - a. The applicant's senior leader will facilitate the review by the SLT.
  - b. The SLT will review the request for final approval.
  - c. The authorized traveler may begin coordinating travel arrangements with an approved tour company/vendor only after they have 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) and a copy of the approved [TARF](#), to Accounts Payable within thirty (30) days of completion of travel. Please see the Travel and Expense Reimbursement Policy and Procedures, specifically to the guidelines about how international travel reimbursement is handled with regards to receipts and other required documentation as needed.

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

Procedures for applying for international travel through the MCCIEC are available from the International Travel Experience Subcommittee.

## **V. Accommodations for People with Disabilities for International Travel**

- A. For students who are seeking accommodations for international travel due to a disability, please directly contact the Disability Access Services office at 301-846-2408 or [disabilityservices@frederick.edu](mailto:disabilityservices@frederick.edu). Like for all academic engagements at FCC and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) and amendments, the student will then submit a request for reasonable accommodations to SSD specifically for the international travel and SSD will assess accommodations for international travel. Not all accommodations existing at FCC are available at international travel sites. Requests for accommodations should be made a minimum of 12 weeks in advance of the international travel departure date to allow adequate time for request processing.
- B. For employees who are seeking accommodations for international travel due to a disability, the College is committed to complying with the Americans with Disabilities

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Act (ADA) as amended, Section 504 of the Rehabilitation Act of 1973, and all other applicable federal, state and local laws by ensuring equal opportunity in employment of qualified persons with disabilities. The College provides reasonable accommodations in accordance with these laws. For faculty or staff who are seeking accommodations due to documented disability for international travel, please contact Human Resources at 301-846-2622. Not all accommodations existing at FCC are available at international travel sites. Requests for accommodations should be made a minimum of 12 weeks in advance of the international travel departure date to allow adequate time for request processing.

### **VI. Requirements for All Forms of International Travel**

All required international travel forms are available in the International Travel Experiences Handbook.

#### **A. Authorized Traveler Insurance Requirements**

1. Every authorized traveler must provide proof of personal health insurance to the FCC Trip Leader, Assistant Trip Leader, the Associate Vice President of the Center for Teaching and Learning, and the Director of College Safety, Security, and Emergency Preparedness.
2. Every authorized traveler must purchase and provide proof of personal international medical insurance, including medical evacuation, to be eligible to travel. This documentation is provided to the FCC Trip Leader, Assistant Trip Leader, the Associate Vice President of the Center for Teaching and Learning, and the Director of College Safety, Security, and Emergency Preparedness. All authorized travelers are encouraged to also purchase their own personal travel insurance.
3. The College risk management review will include an assessment to determine if additional types of international travel insurance or other types of documents that may be required.

#### **B. Selection of Tour Company/Vendors**

All international travel aligned with course curricula for credit and non-credit must secure a tour company/vendor from a College-approved list of tour companies and vendors maintained by the Vice President for Finance (Risk Manager) or a trip leader can request for a new vendor to be reviewed as needed in accordance with all College policies and procedures.

#### **C. Required Forms, Waivers, and Documents**

1. For Students

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

- a. Student International Travel Application Form
- b. Student Emergency Information Card
- c. Student Medical Information Form
- d. Acknowledgement, Waiver and Release of Liability, and Covenant Not to Sue

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- e. Proof of International Medical Insurance inclusive of Medical Evacuation
  - f. Proof of Health Insurance
  - g. Two (2) copies of current passport, valid for six months past the trip departure date
  - h. Proof of enrollment in the U.S. Dept. of State's [Smart Traveler Enrollment Program](#)
  - i. Other identification and documents as deemed appropriate for the experience (e.g., required visas, immunization records as required by the US State Department or destination country)
  - j. Acknowledgement of Requirement to Abide by FCC College Policies and Procedures, including the [Code of Student Conduct](#), [ATODA](#), and [Title IX Sexual Harassment](#).
  - k. If needed, Student Success Accommodations Form through the Disability Access Services office.
2. For Employees
- Employees are required to submit the following to their Senior Leader and, if appropriate, the FCC trip leader:
- a. [Non-Local Travel with Accommodations 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. Two (2) copies of current passport, valid for six months past the trip departure date
  - h. Proof of enrollment in the U.S. Dept. of State's [Smart Traveler Enrollment Program](#)
  - i. Other identification and documents as deemed appropriate for the experience (e.g., required visas, immunization records as required by the US State Department or destination country)
  - j. If appropriate, Trip Leader and Assistant Trip Leader Responsibility Form
  - k. Acknowledgment of Requirement to Abide by FCC College Policies and Procedures, including the Employee Handbook (found on the Communication Central portal for faculty and staff.), [ATODA](#), and [Title IX Sexual Harassment](#).

### **D. Pre-Departure Orientation**

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

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

Transportation for excursions and activities on the approved travel itinerary must be provided by professionals arranged by the approved tour company/vendor.

### **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.