

MOUNT VERNON NAZARENE UNIVERSITY

Off-Campus Travel Checklist and Timeline

Travel Proposal (Submit by December 1 of the school year *prior* to the school year of the trip)

- Review Off-Campus Travel Policies
- Obtain approval from School Dean (academic) or Supervisor (non-academic)
- Obtain approval from appropriate SLT Member
- Submit approved Travel Proposal (electronically) to AAO (programs already listed in Catalog)
- Secure approval from CFO for any contracts (including arrangements with travel agencies)

Post-Approval: Planning, Advertising, Recruiting

10-12 months before trip

- Promote trip with posters/flyers/web-based info (include purpose/dates/itinerary/cost)
- Finalize trip itinerary
- Finalize total trip cost & arrangements for deposits/installment payments/cancellations/refunds
- Work on travel and in-country logistical arrangements
- Recruit/enroll students
- Review Emergency Protocol document

6-10 months before trip

- Continue to promote trip and enroll students
- If applicable, make info available as to how to secure passports/visas
- If applicable, finalize contracts and secure approval from CFO

Post-Approval: Orientation, Notification

3-6 months before trip

- Conduct orientation sessions (discuss precautionary steps vis-à-vis sexual assault situations)
- Review student payments and contract payment dates
- Review status of passport applications - have students bring passports to be scanned
- Remind students about required forms on Student Portal (Medical Release & Assumption of Risk)
- Provide country-specific travel information to students (see Emergency Protocol document)
- Provide travel health information (see Emergency Protocol document)

1 month before trip

- Obtain completed Medical Release & Assumption of Risk forms
- Obtain copies of Passports & complete Emergency Contact info
- Ensure that original Medical Releases are kept by the trip leader
- Ensure that copies of Passports & complete Emergency Contact info is kept by the trip leader
- Submit final budget (if it has changed) to budget supervisor for review/approval
- Conduct final orientation (distribute Emergency Contact info & review Emergency Protocol document)

De-Briefing (Skype, phone, e-mail, text, Facebook, Twitter, F2F)

- Prior to re-entry (connect student with family/friends/advisor)
- After re-entry (student testimonials at MVNU/Chapel/other venues)