



**School of the Art Institute
of Chicago**

Academic Overnight Travel Policy

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Planning your Trip

SAIC is fortunate to have dedicated faculty willing to invest the extra time, resources and care needed to develop courses that include overnight travel for our students. In planning a course that includes overnight travel SAIC recommends you:

- Plan ahead - over a year of lead-time is integral to the development of a strong proposal and trip
- Propose a course in a location with which you have a high level of experience and expertise
- Be familiar with the logistics of your destination for organized planning and the ability to offer a quality academic experience
- Be familiar with the language of the location, or consider how you will address any associated communication needs
- Consider the challenges involved in leading a group of students on an overnight trip. Are you comfortable with extending your role as Faculty Leader beyond that of instructor - to administrator, financial manager, institutional representative, adviser, facilitator, student affairs administrator and crisis manager?

Developing your Course

Use the information on the following pages to help guide your itinerary development. Contact your Administrative Director or the Associate Dean of Graduate Studies with any questions.

Consider the roles of your Administrative Director, your Faculty Leader(s), and your timeline for planning in order to allow for a productive partnership.

The Study Abroad office will be available to answer questions and provide guidance to the Administrative Directors in this process. The Deans Office will also partner with Study Abroad to offer yearly training sessions to Administrative Directors and Fall and Spring training sessions for faculty.

Roles of Overnight Trip Planners

	Administrative Director Responsibilities:	Faculty Leader Responsibilities:	Student Affairs (Study Abroad, Dean on Call, Academic Advising)
Study Trip planning and design	<ul style="list-style-type: none"> • Ensure that SAIC/AIC legal counsel has reviewed all partner organization contracts according to institutional policies before they are signed. • Verify compliance with SAIC's responsibilities according to partner organization contract requirements. • Assist faculty with program development and logistics, and pre-departure preparation. • Assist with pre-departure and re-entry programming (if requested). • Provide Faculty Leader with TRAVEL BINDER that includes participants' emergency contact, insurance information and any medical history that has been disclosed. • Attend yearly training with Associate Dean of Graduate Studies/Deans Office to obtain TRAVEL BINDER templates. 	<ul style="list-style-type: none"> • In consultation with the Admin. Director, establish preliminary and final program budgets. • Develop and finalize trip itinerary. • Identify potential out of town agents and vendors (such as hotels/hostels, guest speakers, local transportation, travel agents, etc.). • Design the academic aspects of the program and plan academic, professional and cultural tours and lectures according to the course content. • Create detailed itinerary for group trips and events (tour guides, excursions, welcome and farewell dinner locations, etc.). • Facilitate accommodations with the DLRC for participants with disabilities. • Attend mandatory Study Trip Health and Safety Workshop. • Schedule and co-present Info Sessions for students. 	<ul style="list-style-type: none"> • Facilitate Study Trip Health & Safety Workshop (crisis management, insurance, security, legal, etc.). • Facilitate academic/disciplinary history review. (DOC, AA) • Report students with significant academic/disciplinary histories to the Faculty Leader. (DOC, AA) • Monitor U.S. State Department Travel Advisories, CDC updates, etc. (SA)
Student recruitment and preparation	<ul style="list-style-type: none"> • With Faculty Leader, disseminate accurate, clear, site-specific orientation materials to students, including faculty pre-departure and on-site contact information and student housing information (via Canvas and in-person). 	<ul style="list-style-type: none"> • Organize at least one mandatory pre-departure orientation meeting that explains course content, readings, expectations, out of town information, health and safety. • With Admin. Director, disseminate accurate, clear, site-specific orientation materials to students, including faculty pre-departure and on-site contact information and student housing information (via Canvas and in-person). • Communicate with students via Canvas. • Ensure that all participants complete waiver and health disclosure forms. 	<ul style="list-style-type: none"> • With Faculty Leader, conduct pre-departure orientation for students. Discuss logistics, expectations, country-specific information, health and safety issues, visas, passports and emergency contacts, and conduct.

<p>On-site responsibilities:</p>		<ul style="list-style-type: none"> • Respond to students in crisis (accident, illness, family problems at home, etc.); follow the Communication Plan in critical situations; promptly report to Student Affairs and document inappropriate or concerning student behavior. • Monitor group dynamics and activities and intervene as needed. • Document Clery reportable events. • Adhere to all SAIC policies as delineated in the Faculty Handbook. • Model appropriate conduct and hold students accountable to SAIC Code of Conduct. • Notify Deans on Call and the Admin. Director of the arrival of all participants at program site. • Monitor spending and keep required documentation for accounting purposes against the program budget. • Participate in all group excursions and events. • Provide students and Deans on Call with contact information during program's "free time". • Proactively assist students with logistical challenges (explain how to use public transportation, exchange money, purchase phones, etc.). 	<ul style="list-style-type: none"> • Maintain active communication and provide crisis management support. (DOC) • Respond to Student Affairs issues and crises reported by faculty and staff leaders during the course of the trip. (DOC)
<p>Post-trip responsibilities:</p>	<ul style="list-style-type: none"> • Assist Faculty Leader with reconciliation of cash advances and program expenses as budgeted. Include original receipts within 21-30 days of end of program or via Concur. 	<ul style="list-style-type: none"> • With your Admin. Director, reconcile cash advances and program expenses as budgeted. Include original receipts within 21-30 days of end of program or via Concur. • Submit Clery reports to Security. 	

Itinerary Development

Your daily travel itinerary should consistently reflect your course syllabus. Consider the following when planning your itinerary:

- Activities lacking connection to course content should be kept to a minimum
- Avoid excessive time on buses, planes and trains; in some countries, overnight road travel is not permitted
- Consolidate your destinations/visits to provide a more compact trip. Consider choosing a city as a base with the option of day trips to additional sites
- Build in down time for the student. Half-days off are preferable. Weekends off are not permitted; encourage them to schedule any personal travel before or after the class
- Include some method of check-in each morning so that each person is accounted for (e.g. group breakfasts)
- Schedule morning activities if possible to discourage students from potentially disruptive extracurricular activities

When designing your course, be thoughtful about the following areas:

- **Preparation** - What are you asking or providing students on-campus, before the trip leaves?
- **Course goals** - What is the overall goal of including overnight travel? Please be very specific and put this in writing on your syllabus.
- **Experience** - What do you want your students to experience and how will you facilitate that? What do you want them to walk away with and why is that relevant? How will you create context for those experiences?
- **Expectations** - Clearly indicate your expectations of the student to successfully complete the travel portion of the course on the course syllabus. Explain each requirement and method of evaluation. The following may weigh into your criteria: class participation, participation in critiques and the successful completion of all assignments.

Travel Agent Assistance

Travel agents may be very helpful when planning a trip to:

- A remote location
- A location where English proficiency is not common
- Multiple locations with travel between them

SAIC's preferred travel agent is:

Dan Lindell

Foremost Travel

dan@foremosttravel.com

312-334-7881

If you need to use a travel agent, Study Abroad can provide the names of travel agents who have successfully arranged trips in the past. Be prepared to provide the following:

- Full details regarding **expected** numbers of participants
- Size and standards of rooms (confirm that all beds are separated, singles)
- Travel between countries/cities, if applicable
- Any other requirements as specified by SA

Student Travel

Students typically arrange their own travel to and from the start/end of the trip to allow for maximum flexibility. They like to find the cheapest flight and may want to extend their travel before or after the course. Look into visa requirements for U.S. citizens, and keep in mind SAIC's large population of international students.

Faculty Travel

The AIC Comptroller does not require exclusive use of AIC's travel agents (Intranet > Departments > Travel & Entertainment), however ticketing through the AIC travel agents allows for direct payment by SAIC. You can contact the travel agent directly to get a quote- your Admin. Director will then provide the account number to process the booking.

First-class flights, business flights, fees for extra legroom, personal layovers, detours, etc. will not be covered by the student program fees or departmental budgets.

On-the-Ground Travel

Estimate public transportation, chartered bus, internal flight, taxi, and any other possible costs. Locate reasonably priced, feasible transportation for each stage of your trip and remember to plan for the maximum size of the group (including faculty leaders).

Students are **never** permitted to drive other students in vehicles; only faculty leaders may drive rental vehicles and will have their driving records reviewed in accordance with SAIC policy before being permitted to transport students. If you plan on renting vehicles, you must speak with Study Abroad as soon as your trip has been approved.

Accommodations

When considering hostels/hotels use the following standards to guide your search:

- **Faculty leaders** – all should plan on residing with students in all locations.
- **Room conditions** - inexpensive but clean rooms, with an acceptable level of security and safety. Study Abroad/Risk Management can provide guidance.
- **Hostel vs. hotel** - hostels provide budget-oriented, sociable accommodation where guests can rent a bed, in a dormitory-style setting with a shared bathroom, lounge and sometimes a kitchen. Rooms must be single-sex, although private rooms may also be available. Hotels may be nicer but they can increase cost.
- **Multi-bedded rooms** - "double" rooms should have 2 beds, "triple" rooms, 3 beds, etc. Students *cannot* share a double/full bed. Students should expect to share rooms with each other, while faculty leaders typically have their own rooms.
- **Breakfast** - it is preferred that breakfasts are included to help students get started and to provide a place where everyone can "check-in" before the day begins.
- **Single Supplement** - while not a common option, some students may request a single room for an additional cost. Ask the accommodation if they offer this single room option, which we may offer to interested students. *SAIC never guarantees single rooms as an option.*

Should you request rooms be held in advance of a formal reservation, book for the full number of anticipated students, plus trip leaders, and request that the hotel email or fax their quote to your Admin. Director for further management of the reservation.

Budget Development

Your Admin. Director is available to provide guidance with the design of program budgets. Faculty leaders are responsible for researching all program costs prior to proposing a course that includes overnight travel. Use the **Budget Worksheet** to assist in this process. A reasonably close cost estimated needs to be submitted with the course proposal or included in the course description.

Syllabus Requirements

Please include the following paragraph in all courses including overnight travel.

Accommodations for Students with Disabilities on Study Abroad Trips

SAIC is committed to full compliance with all laws regarding equal opportunities for students with disabilities. Students with known or suspected disabilities, such as a Reading/Writing Disorder, ADD/ADHD, and/or a mental health or chronic physical condition who think they would benefit from assistance or accommodations should first contact the Disability and Learning Resource Center (DLRC) by phone at 312.499.4278 or email dlrc@saic.edu. DLRC staff will work with you to determine reasonable accommodations for your SAIC-sponsored study trip. The DLRC is located on the 13th floor of the 116 S Michigan building.

Policies

SAIC/AIC International Travel Policy

International educational experiences can provide invaluable learning and should be available to our students, however, SAIC recognizes that all travel involves risks that may or may not be present in the United States and employs the following international travel policies:

Overnight travel may not be approved and/or may be cancelled in the event that travel involves a country where any of the following conditions exist:

- a) U.S. Department of State Bureau of Consular Affairs has issued a Travel Warning
- b) World Health Organization or U.S. Centers for Disease Control have issued a Travel Advisory
- c) Department of Treasury Office of Foreign Assets Control has imposed Travel Restrictions

Faculty leaders coordinating student travel outside the U.S. as part of an academic course or SAIC sponsored co-curricular experience must work with the offices of the Deans, Study Abroad, Risk Management, Campus Security, and General Counsel to ensure that conditions at the host site are conducive to maintaining the health and safety of participants and to achieving the academic goals of the study trip/program. Careful consideration should be made of the location and type of accommodations and transportation (including airline safety records) used during the course of any trip. SAIC seeks to ensure that all education abroad practices are lawful and compliant by SAIC standards including employment, visa, registration, tax, insurance and contract issues.

Student Affairs Health/Safety Support

The VP/Dean of Student Affairs and the Dean's Office are particularly concerned that best practices and Student Affairs policies be adhered to during each overnight trip. The Dean's Office may direct that an academic staff member accompany the group to assist you in the event of student or group crisis/emergency. Staff expenses are not typically factored into Program Fees, and no additional wages are paid since they are salaried employees.

Occasionally trip leaders inquire whether a family member/s can accompany the group. This is not viewed as best practice as your priority/focus must be the students. Dependents add risk in that they themselves may experience a crisis/emergency. A minor child may only accompany the group if you arrange suitable supervision for him/her during all group activities. You must pay in full for any expenses of anyone accompanying you (i.e. the difference between a single and a double room) and complete liability waiver/s. Note that anyone who is not SAIC faculty/staff is strictly prohibited from handling student affairs issues and student health crises/emergencies. SAIC **will not** handle travel arrangements or bookings related to non-SAIC faculty/staff/students. These must be arranged directly with accommodations, airlines, etc., and associated payments must be made directly with the appropriate vendors, organizations, etc.

The Dean's Office together with Student Affairs will schedule a two-hour, mandatory pre-departure **Study Trip Health & Safety Workshop** toward the end of the semester prior to your departure. Plan to gather with other trip leaders as a group, along with General

Counsel, Counseling Services, Campus Security and Risk Management staff to review how Student Affairs and SAIC will support you during your trip. We will review what you can expect of the students and the communication plan you should follow in the event of emergencies, minor or major.

It is the ideal opportunity to raise any student affairs questions you might have. **All faculty/staff leading a study trip must attend**; you will ultimately be expected to consult together should an emergency/crisis arise.

Prior to departure, trip leaders will work with their Admin. Directors to receive information on accommodations, transportation, payments that have been made and that are due, student emergency contacts and health disclosures, student flight details and passport copies, emergency/crisis communication plan, student conduct, mental health crisis intervention articles, contact sheets for all hotels/hostels, course evaluations, tax and receipt forms, and more.

Student Conduct

As a trip leader, in consultation with the Dean of Students and Deans on Call, you have the full authority to act in the event that a student does not meet the standards of behavior and/or conduct agreed to in the Student Handbook and during the student orientations you provide.

Student Registration Information

It is SAIC policy that only registered students can participate in Overnight Academic Travel. Friends and family who happen to be in the same location/city and want to accompany the group **should not** be permitted to do so.

Faculty Payment

AIC Corporate Credit Cards – AIC's Controller supports the use of AIC credit cards for study trip leaders. Submit an application from (Intranet > ArtME > Forms) in advance. AIC's Corporate Card allows ATM cash withdrawals of up to \$2,500 during a billing cycle. Alternatively, you can choose to charge trip expenses on your personal credit card. Note that you must always provide receipts for non per-diem purchases made with a credit card. Your Admin. Director will pay as many bills as practical and possible directly to limit your need for funds to smaller items.

ACH payments – SAIC's preferred direct deposit payment system. If you have not set this up, **you must do** so in order to receive travel advances. This is separate from direct deposit salary payments. You can find the form on the Intranet > Departments > Travel & Entertainment.

Per Diems – This is determined in consultation with SA. The maximum rate advanced is usually set at 50% of the U.S. Department of State's foreign per diem "Meal and Incidental" rate. These rates are based on local costs and are adjusted monthly for worldwide destinations. Domestic trip per diems are set at the applicable U.S. city rates. This amount will be reduced if breakfasts or group meals are provided.

You will **not** have to account for your personal per diem expenses with receipts and you may elect to use a lower rate than this maximum.

On-the-Ground Money – Will you use a credit card to pay for expenses abroad? Will credit cards be readily accepted where you are going? Will you be withdrawing cash from ATMs?

Expect to reconcile program expenses against receipts after the trip is concluded (when you submit your Employee Reimbursement Statement or use Concur) – keep track of whether exchange rates varied during your trip and/or you used a number of different currencies. **Keep all receipts related to the trip advance.**

Contacts:

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