

FIELD TRIPS/STUDY ABROAD TRIPS TIMELINE

TBH-Business Service Center

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FIELD TRIPS/STUDY ABROAD TRIP TIMELINE

7 - 9 MONTHS BEFORE TRIP

1. Trip Initiation form from faculty/chaperone
2. Unit will contact Andrew Collum, Director of International Safety and Security Office for approval of location. (Academic staff who is working with faculty)
3. Unit will create the program in the study abroad system.

5 - 6 MONTHS BEFORE TRIP

1. Faculty will create trip budget (faculty work with TBH-BSC)
2. Unit will reserve a group flights/hotel/transportation with travel agent and work with the TBH-BSC to create a requisition/purchase order.
3. Unit will contact in-country travel agent to start arrangements (if needed) – work with TBH-BSC to get them added as a vendor if not and then to create a requisition/purchase order
4. Unit will obtain Visa Information (what is needed) – work with Perry International if needed. If you don't use Perry, they are the best place to gather visa requirements needed, <https://www.perryvisa.com/webPages/visa.php>
5. Unit will see what immunizations are needed for the country faculty/staff/students will be going and inform everyone what is required if anything.
6. Unit will create Financial Commitment forms.
7. Faculty will create Rough Itinerary.
8. Faculty will identify chaperones.
9. Unit will send Chaperones information pack on what is required.
10. Unit will send Faculty/Chaperones training Information
11. Clery Act Training - This is handled individually by UIUC. For more information, please contact:
 - a. UIUC Public Safety <http://www.dps.uiuc.edu/clery/index.html>
12. Announce and hold informational sessions for students. Explain dates, cost, and purpose of the trip.

4 MONTHS BEFORE TRIP

1. Unit will confirm with faculty on students that will be attending
2. Unit will email students for copies of passport pages.
3. Unit will create Applications in Study Abroad website
4. Unit will send students notification of the following:
 - a. Visa requirements and how to proceed.
 - b. Immunization requirements, if needed.
 - c. Study Abroad application, how to log in and forms to complete.

3 MONTHS BEFORE TRIP

1. Unit will confirm information from students, and send to Travel Agent:

- a. Names from Passports
 - b. DOB
 - c. Gender
2. Unit will follow-up with in country travel agents to confirm hotel, and room needs.
3. Faculty will finalize itineraries
4. Unit will check to see students are completing forms.
5. Unit will make sure that Faculty have attended their mandatory training organized by the International Safety & Security Office, <https://safetyabroad.illinois.edu/training-resources/program-leaders/>
6. Unit will make sure that the Faculty offer a Student Pre-Departure Training to the students, available through Box
 - a. General Info: <https://uofi.box.com/s/7shvkn2ohwotozvde7po7jwotfe6bujr>
 - b. Intl Insurance: <https://uofi.box.com/s/oc2qggq8zm22fio8spzmlx8qb5pj75123>
 - c. Health: <https://uofi.box.com/s/tkntqmqzfmv6tszkchiefgt5dhhvka53>
 - d. Safety & Security: <https://uofi.box.com/s/gmztay24ixd8fippu8sxu2v8eduqdmiv>
7. Set up a WhatsApp, or similar group communication.
 - a. <https://www.whatsapp.com/>

2 MONTHS BEFORE TRIP

1. Unit will confirm that students and chaperone insurance is purchased
2. Unit will make sure the Study Tour Form is complete, signed and turned in 60 days before departure.
3. Unit will "Tag" students for Insurance
4. Unit will register chaperones for insurance, collecting the following information:
 - a. Arrival and Departure Date(s)
 - b. Location(s) of Travel
 - c. Date of Birth
 - d. Gender
 - e. UIN
 - f. Passport Number and Expiration Date
 - g. Upload a Scanned Copy of Your Passport
 - h. Upload a Scanned Copy of the EU GDPR Acknowledgement and Consent Form (if needed)
 - i. CFOAP (Faculty/Staff/Students if the Department or Unit will pay)
 - j. In-Country Address and Phone Number
 - k. Emergency Contact Name, Address, Phone Number, and Relationship to Registrant.

1 MONTH BEFORE TRIP

1. Unit will register group travel with State.gov. You will need to create an account.
2. Unit will put together chaperone packs
 - a. Passports
 - b. Itinerary
 - c. Hotel information

- d. Tickets
 - e. Intent to Divert
 - f. Insurance Information
 - g. Hotel Cards for each students, name and address, phone number
3. Clery Liaison will report trips to Clery

2 WEEKS BEFORE TRIP

- Unit will do a Program Expense if needed. This would only be for expenses that cannot be paid with a T-card. Keep all receipts.
 - Transportation
 - Student expenses
 - Excursions

TRANSPORTATION/LUGGAGE

1. Limit one piece of luggage per student.
2. Mark all luggage in the group with tape of one distinctive color.
3. Decide if there will be group transportation to the airport or if students have to arrive on their own.
4. IF there are flight delays, and the group misses the bus from O'Hare to Champaign, Peoria Charter will reschedule for \$10 (paid cash on the bus).
5. Avoid traveling through a third country in route to your destination. This can cause issues for Intl Students if they have to stay overnight.

WHILE OVERSEAS

1. Always provide a clear plan of the day as well as back-up plans.
2. Instruct students to travel in pairs and/or groups.
3. Try to have bottled water on hand for students, 1 – 2 per student.
4. Bring a first aid kit (band aids, disinfectant wipes, Tylenol, Advil, antibiotic cream)
5. Make sure students understand how the travel insurance works.
 - a. They can either call the company and see who will cover the insurance, so payment is guaranteed at time of service, or collect receipts and be reimbursed when they return.

AFTER TRIP

1. Unit will send reminders to faculty/chaperones to submit reimbursements and per diem to TBH - BSC
2. Unit will do student evaluations (if needed)
3. Unit will debrief with faculty/chaperones

RECOMMENDED TRAVEL AGENT

Frosch Travel

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