

Faculty Led Study Abroad/Away Checklist

Pre-Departure...

- Submit FLSA Proposal with appropriate signatures to the Office of Global Engagement (OGE)
- Initiate interest meetings

Term of Study Abroad	Recommended Initial Meeting
Summer	September
Fall	January
Spring	August

- 8 or more students signed up (fewer students are acceptable, but check with your Department Chair and Study Abroad if you don't have eight registered for your course.)
- All students completed the Study Abroad [short-term application](#)
- All students paid the [\\$50 fee](#)
- Set up payment deadlines for students

OGE will not make purchases for your study abroad until we have received student payments

Payments are done at the Cashier's Office with the Study Away Slips

Example: *Student payment plan* for a spring (May) study abroad:

Payment Tiers	Recommended Due Date
1 st	First week of December
2 nd	Mid-late January
3 rd	Mid- February

- Discussed with OGE about airfare / air travel
- Submitted Travel Request (your department approves your travel)
- All traveler passport copies submitted to OGE
- Familiar with travel in-country, roles and responsibilities between the other faculty/staff going, and/or third-party.
- Plan for to keep the group safe (Refer to the Manual, Proposal, and US State Department's website.)
- Develop e_____mergency plan (Refer to the STEP Registration process. Write down local *in-country* numbers that will be useful. Hotel phone number, US Embassy's phone number, local "911", etc.)

During Travel...

- Check in with the Study Abroad Coordinator every few days (via text, WhatsApp) before, during, and upon successful re-entry to the USA after clearing US Customs.
- Submit Travel Reimbursement within 30 days from return of trip (Study Abroad approves your reimbursement since monies come out of the SA Fund- 252420.)

*The Office of Global Engagement has a University credit card to make purchases. This is the preferred method of payment, so plan accordingly. If wire transfers or cash payments are required, give Study Abroad several weeks' notice.