
**International Travel
Policy and Procedures**

BOT Approved: 3/16/2016
Revised: 10/7/2016
Revised: 4/4/2017
Revised: 7/1/2017
Revised: 7/2/2018
Revised: 7/1/2019

Table of Contents

I. Philosophy and Scope..... 1

II. Definitions for the Purpose of this Policy and Procedures 1

III. Categories of International Travel..... 2

IV. Procedures..... 3

V. Accommodations for People with Disabilities for International Travel..... 7

VI. Requirements for All Forms of International Travel 8

International Travel Policy and Procedures

I. Philosophy and Scope

Frederick Community College (“FCC” or the “College”) supports international travel experiences that 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. **“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.
- J. **“Trip Leader”** refers to the College employee who is responsible for coordinating and leading the student travel.

International Travel Policy and Procedures

- K. **“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.
- L. **“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.
- M. **“Tour Company/Vendor”** refers to a company, vendor, or agent approved by the College risk manager to arrange for international travel.
- N. **“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 through Continuing Education and Workforce Development

1. International travel through non-credit Continuing Education and Workforce Development (CEWD) may include educational tours or international travel opportunities.
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 students and employees abide by the legal drinking age of 21 and the [College ATODA](#).

International Travel Policy and Procedures

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](#).

D. 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. Members of the Academic Affairs, Continuing Education, and Workforce Development Team seeking international travel experiences for professional development must apply using the [Academic Affairs, Continuing Education, and Workforce Development Professional Development Application](#). All other employees seeking international travel experiences for professional development or College-related business must seek approval through the [Non-Local Travel with Accommodations Request Form \(TARF\)](#).

E. 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 CEWD Non-Credit Travel Opportunities

1. Development of a Proposal
 - a. Prior to developing a proposal, the applicant should consult with the International Travel Experience Subcommittee to discuss the proposed travel experience, gather information about related College policies and procedures,

International Travel Policy and Procedures

and understand the timeline and 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 and/or Direct Supervisor
 - a. The applicant should submit the International Travel Proposal Form to their direct supervisor/department chair and Executive Director/Associate Vice President for approval within ten (10) workdays of receipt of the proposal.
 - b. If approved, the applicant should forward the proposal to the Vice President for Finance (Risk Manager) and the Director of College Safety and Emergency Preparedness.
3. Risk Management Review and Recommendations
 - a. The Vice President for Finance (Risk Manager) and the Director of College Safety 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 and Emergency Preparedness will each submit a recommendation to the applicant and the International Travel Experience Subcommittee within ten (10) workdays of 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), 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.

International Travel Policy and Procedures

- 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
 - a. 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.
 - b. 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.
 6. Pre- and Post-travel Requirements
 - a. 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.
 - b. Prior to the trip departure, the Director of College Safety 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.
 - c. 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 \(TERF\)](#).
 - d. 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.

International Travel Policy and Procedures

- c. For credit international travel experiences, promoting the trip, recruiting students, conducting orientation sessions, and serving as the instructor of record.
 - d. Ensuring that all students abide by all FCC College Policies and Procedures, including the [Code of Student Conduct](#), [ATODA](#), and [Title IX Sexual Misconduct](#).
 - 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.
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 Misconduct](#).
 - 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 [TARF](#), 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
 - a. Members of the Academic Affairs, Continuing Education, and Workforce Development team seeking international travel experiences for professional development must apply using the [Academic Affairs, Continuing Education, and Workforce Development Professional Development Application](#). All other

International Travel Policy and Procedures

employees seeking international travel experiences for professional development or College-related business must seek approval through the [Non-Local Travel with Accommodations Request Form](#) (TARF).

- b. If approved, the senior leader should forward the forms to the Vice President for Finance (Risk Manager) and the Director of College Safety and Emergency Preparedness.
2. Risk Management Review and Recommendations
 - a. The Vice President for Finance (Risk Manager) and the Director of College Safety 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 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 and/or [TARF](#).
 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), along with itemized receipts and a copy of the approved [TARF](#), to Accounts Payable within thirty (30) days of completion of travel.

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 Services for Students with Disabilities (SSD) office at 301-846-2408 or 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.

International Travel Policy and Procedures

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 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 show proof of personal health insurance.
2. Every authorized traveler must purchase and show proof of personal international medical insurance, including medical evacuation, to be eligible to travel. 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 are 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 the College-approved list of tour companies and vendors maintained by the Vice President for Finance (Risk Manager) 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
- e. Proof of International Medical Insurance inclusive of Medical Evacuation

International Travel Policy and Procedures

- 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)
 - j. Acknowledgement of Requirement to Abide by FCC College Policies and Procedures, including the [Code of Student Conduct](#), [ATODA](#), and [Title IX Sexual Misconduct](#).
 - k. If needed, Student Success Accommodations Form through the Services for Students with Disabilities (SSD).
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)
- j. If appropriate, Trip Leader and Assistant Trip Leader Responsibility Form
- k. Acknowledgement of Requirement to Abide by FCC College Policies and Procedures, including the [Employee Handbook](#), [ATODA](#), and [Title IX Sexual Misconduct](#).

D. Pre-Departure Orientation

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

1. Risk Management
 - a. Risk reduction

International Travel Policy and Procedures

- b. Legal issues
- c. Document 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.