



Travel Processes for USF Health Student Organizations and Student Groups

1. Meet with and obtain support for proposed international travel plans by the organization's USF Faculty Advisor(s) and discuss travel plans with your [College's international programs office](#).
2. Faculty Advisor or student program leader must complete the online [Student-Related Travel Group Proposal](#) and submit the EAO Student Organization Travel Form by the following deadlines:

<u>Student Organization Proposal Submission Deadlines</u>	
2017 Fall Travel Programs:	Monday, September 4, 2017
2018 Spring Travel Programs:	Wednesday, November 1, 2017
2018 Summer Travel Programs:	Friday, February 2, 2018

- High-risk destinations will require a thorough review and approval by the USF Health High-Risk Travel Assessment Committee and the [USF World Global Risk Assessment Committee](#). A high risk destination is any country for which the U.S Department of State has issued a travel warning/alert. Check the travel risk status [here](#).
 - Once the group proposal is completed and reviewed by USF Health International, the program leader will receive a unique student registration program link which shall be provided to all student participants to register for travel.
3. **Submit *USF Health International- Student Organization Final Participant Form* to USF Health International.**

<u>Student Organization Final Participant Form Submission Deadlines</u>	
2017 Fall Travel Programs:	September 8, 2017
2018 Spring Travel Programs:	December 15, 2017
2018 Summer Travel Programs:	
	<i>May Travel:</i> March 1, 2018
	<i>June Travel:</i> April 2, 2018
	<i>July Travel:</i> May 1, 2018

4. **All students, faculty, staff, residents and non-USF persons participating in travel program must register for travel by completing the appropriate Traveler Application below:**

Travel Applications for all Health Program Participants Due

2017 Fall Travel Programs:	Fall Break Travel:	September 8, 2017
	December Travel:	October 20, 2017
2018 Spring Travel Programs:		January 19, 2018
2018 Summer Travel Programs:		
	May Travel:	March 30, 2018
	June Travel:	April 30, 2018
	July Travel:	May 31, 2018

- **Program Leader Application-** *at least one individual (either USF faculty, staff or student) must be designated as the group program leader and complete one of the following applications as appropriate*
 - **Lead Associate Traveler Application-** *for program leaders who are USF faculty, staff or residents*
 - **Student Lead Associate Traveler Application-** *for program leaders who are USF students*

- **Student Participant Application-** *all USF student participants must register via the unique program application link provided by the program leader.*
 - *Currently distributed links are also posted under group programs on the [USF Health Portal](#) homepage.*

- **Associate Traveler Application-** *to be completed by any additional faculty, staff, medical resident, post-doc and any non-USF participant*

5. **All travel participants must complete the appropriate Travel Pre-departure Orientation requirements:**

- **Orientation Requirements for Associate Travelers and Student Program Leaders** *(which includes all faculty, staff, residents, post-docs and any non-USF participant)*
 - i. Complete the **USF System Clery Act and Title IX Training (CSA-RE Orientation)-** *required for all student group leaders and associate travelers participating in a university-related travel program as dictated by USF Policy, Florida Law and Federal Law. Required completion once every 2 years. Review [attachment](#) for further details.*
 - To register- Log onto [GEMS](#). At the main menu select Self Service> Learning and Development> Request Training Enrollment. Search by Course Name: CSA-RE Orientation and View Available Sessions.

 - ii. Complete the **EAO Risk & Security Orientation-** *(required completion of the full length, face-to-face session once every 2 years; online refresher acceptable on off years)*
 - To register- Log onto [GEMS](#). At the main menu select Self Service> Learning and Development> Request Training Enrollment. Search by Course Name: EAO Risk & Security Orientation and View Available Sessions.

- **Student Participants**- are required to complete the online USF Health Student Pre-departure orientation course via CANVAS.
 - Student participants will receive an email invitation to join the online CANVAS course within 5-10 business days of initiating online travel application.

6. Enroll for the USF Self Insurance Program, international professional liability coverage.

USF Health students, residents and faculty are provided international professional liability coverage through the USF Self-Insurance Program* at no cost. To enroll for this coverage, each participant must complete the appropriate form below:

- Faculty form-[Authorization for Clinical Activity at Unaffiliated Institution](#)
- Resident Form- [Approval for Off-Site Rotations](#)
- Student enrollment- all student group participants will be enrolled as a group upon program leader submission of the USF Health Final Participant Form (step #3 above). Individual students need not complete an individual enrollment form

***USF Self Insurance Program**

Each USF student, resident and/or faculty member is provided professional liability coverage through the USF Self-Insurance Program in the amount of \$200,000 per claim/\$300,000 per occurrence (with any additional coverage, if desired, to be purchased by the individual). Providers not employed by USF and students not enrolled in a USF Health Sciences Center college have no professional liability coverage under the USF Self-Insurance Program.

7. Review Travel Resources:

- USF Health [Travel Resources](#)
- USF Health Pre-Departure Information Guide
- [AAMC Guidelines for Students Traveling Abroad](#)- *for students doing clinical work*

8. Trip leaders are required to host a program-specific, travel and safety pre-departure orientation. All group participants are required to attend.

Trip leaders are required to organize and conduct a program-specific travel and safety pre-departure orientation with all group participants before departure (recommended to be completed within 1 week of travel departure date). Trip leader shall review detailed program itinerary, accommodation and transportation details, safety precautions, participant expectations and important in-country and group contact information.

9. Consider purchasing additional travel insurance*

- *Enrollment for the university's medical and evacuation insurance does not provide coverage outside of the dates of the university-related travel program. **Those who plan to travel independently, either in advance of the program or after the program ends, must independently ensure that they have insurance coverage valid outside the U.S. and travel at their own risk.** The university's insurance provider (UHCG) offers students and their dependents, travelling on their own time, before or after program dates, to purchase travel medical and evacuation coverage, by calling the enrollment center 1.800.732.5309 (to pay via credit card) or via the [Outbound Enrollment paper form](#) (to pay via check). Reference the USF ID #: 902238160. Review the [UCHG- USF Policy and FAQ](#).*
- *The university's medical & evacuation insurance does not include trip cancellation coverage or travel insurance (theft, costs due to delays in travel time, etc.), or pre-existing conditions. If you are concerned about travel insurance coverage, you are advised to seek travel insurance coverage through your own carrier.*

10. Prophylaxis and Vaccinations: It is strongly recommended that travelers follow the Centers for Disease Control and Prevention (CDC)'s travel guidelines regarding prophylaxis and vaccinations for their travel destination(s). Visit the [CDC's website](#) for country specific travel health information.

11. Record the USF 24/7 Emergency Phone Number +1-813-317-5815 and distribute Emergency Cards to all program participants

- Obtain printed Emergency Cards from the USF Health International Travel Coordinator.
- It is recommended to distribute this to students no more than 2 weeks prior to departure.
- Note the emergency phone number as well as those of your in-country and home emergency contacts in your cell phone which you will have in use while abroad