



USF Health International Guidelines and Program Leader Responsibilities

The USF System International Travel Authority Policy #10-507, requires that all USF Health students, and faculty/staff accompanying student(s) abroad who are engaged in any university-related travel program, must follow the travel processes established by USF World and USF Health International. USF Health International oversees all university related international programs involving USF Health students, faculty, staff and residents of the USF Morsani College of Medicine, College of Nursing, College of Pharmacy and College of Public Health. USF Health International student-related travel programs are directed by the guidelines in this document and USF Health International reserves the right to deny any USF Health international travel program that fails to comply with these guidelines.

CONTRACTS, BUDGETS AND FINANCES

Note- USF Health International programs are financially administered through the USF Health Professions Conferencing Corporation (HPCC) and do not follow the same policies and processes for student payments, charges and reimbursements as USF Education Abroad. All fiscal transactions regarding international programs will follow the policies of HPCC.

Budgets and Contracts: Faculty will work with their College's international programs office and the in-country provider to develop the program budget. Colleges shall consider that all USF Health International study abroad programs must include a minimum of one faculty leader for every 12 students. Final budget drafts must be reviewed and approved by USF Health International.

Each college's international programs office will work with USF Health International to finalize required institutional agreements with the host institution/partner organization.

USF Health International will forward copies of executed contracts and final budget to HPCC to establish program account. HPCC will provide a unique program account number for each program and student payment instructions to USF Health International and College's International Programs office. HPCC will then work with the College's international programs office/fiscal coordinator to finalize any payment agreements with service providers (as necessary) and all related fiscal matters.

HPCC will provide weekly program account status reports to the respective College's International Programs office/program coordinator.

Program Costs & Student Payments:

Program costs for students will be based on a tiered structure of the number of participants (Group size= 8-12 students, 13-17 students, 18-22 students, 23-25 students). Student payment schedules will be determined by the USF Health International office and the College's International Programs office/fiscal coordinator, and will be based on a three payment schedule, including a \$500 minimum, standard program deposit.

As budgets are developed, USF Health International and the College's International Programs office/fiscal coordinator are the main points of contact in regards to all financial matters. Inquiries from students regarding payments shall be directed to the College's International Programs/fiscal coordinator. Faculty should not communicate any estimated costs to students without specific clearance from the College's International Programs office/ fiscal coordinator.

Meal Allowance: Meal allowances are based on the country specific U.S. Department of State foreign per diem rates for meals. The meal allowance is intended to off-set the cost of being abroad, and is not intended to cover the entire cost of all meals. Meal allowances will only be given for those meals which are not included in the program cost or not provided complimentary as part of airfare or accommodations regardless of whether you take them or not.

Faculty/staff HPCC Travel Authorization Request: Faculty will be required to work with the College's International Programs office to submit a HPCC TAR form prior to incurring any travel expenses. The completed HPCC TAR form for each faculty/staff will be submitted to HPCC by the College's International Programs office. The HPCC TAR form shall include all expenses listed in the program budget which will be reimbursed to or paid on behalf of the faculty for any approved programmatic expenses.

Student HPCC Travel Authorization Requests: Individual travel expenses paid on behalf of the student will require an approved HPCC TAR for the student traveler. This primarily applies to the purchase of airfare when included in the program budget. The College's International Programs office/fiscal coordinator will be required to submit appropriate documentation, including confirmation of student enrollment and copy of promotional materials to HPCC for TAR issuance. Faculty are required to promptly communicate any changes regarding student enrollment to the College's International Programs office/fiscal coordinator.

International Air Travel: Faculty may not purchase airline tickets with their home departmental P-card or personal credit card. All flight purchases for each individual program participant will require a HPCC Travel Authorization Request (TAR) and must be coordinated through the College's International Programs coordinator and approved by the HPCC travel vendor. Once TAR numbers are issued, Faculty are responsible for verifying the accuracy of the TARs and airline tickets and working with the College's International Programs coordinator to select and purchase airfare through the approved HPCC travel vendor for all program participants.

Travel Advances: Each college's International Programs office will work directly with HPCC Program Coordinator for issuance of travel advances to faculty and will be guided by the HPCC policies on travel advances. Travel advances are only authorized by HPCC for the following circumstances: the travel destination is to a remote area where credit cards are not accepted, the traveler has been denied a credit card, or the travel poses a financial hardship to the traveler.

Travel Expenditure Report: Faculty will be required to work with their College's International Programs office/fiscal coordinator to submit an accurate accounting, via a travel and expenses report (T&E form) within 30 calendar days of program completion. All submitted T&E forms shall be accompanied by original receipts of all expenses, except for meal receipts which utilize the per diem rates. Faculty must also submit copies of all original receipts paid to or received by service providers in country for program related expenses.

In addition to the T&E, all faculty/staff will be required to complete and submit a W-9 form, or have an up-to-date form record within the past two years with HPCC, if they require a reimbursement.

Student refunds/withdraw/cancellations: USF Health International programs has a standard no refund policy for student withdraw or student cancellation. Limited exceptions to the refund policy may be made for medical emergencies with a physician certification letter, documented family emergencies (such as death in the family) or for military call to duty with certified notice. In such cases, the student will be liable for program charges committed on their behalf.

If USF must cancel a program due to a natural or man-made disaster, U.S. State Department Warnings or Alerts, forces of nature, pandemics, acts or omissions by foreign governments, etc. only those funds that can be recovered will be refunded.

ADVERTISING & RECRUITMENT

Marketing and Program Recruitment: The faculty leaders and their respective college's international programs office are the academic driving force in creating programs. The USF Health International Office handles over 30 student group programs per year, as such, faculty have the primary responsibility in recruiting students to their individual program. Faculty should conduct regular information sessions and class presentations to students within their college, department and field, and actively seek assistance from departmental academic advisors to aid in program recruitment.

TRAVEL REGISTRATION

USF Health International may deny any student-related travel program proposal or participant's travel that fails to comply with the USF Health International study abroad program guidelines or the USF Health International Travel Processes and submission deadlines, posted on the USF Health International website at <http://health.usf.edu/international/travel-processes>.

PRE-DEPARTURE ORIENTATION

Student Pre-departure Orientation: All student travelers are required to complete the USF Health online travel pre-departure orientation course via CANVAS. Students will be emailed a link to join the online course upon initiation of their Health traveler application. This must be completed 1 month prior to travel and requires a score of 80% or higher for satisfactory completion.

International Risk and Security Orientation (EAO Risk & Security Orientation): All group program leaders and Associate Travelers (which includes all faculty, staff, residents, post-docs and volunteer faculty) must complete the full-length face to face session once every two years and the online refresher course acceptable on off years. All Associate Travelers are required to participate regardless of regular appointment status on campus.

This orientation course is administered by the USF World International Risk and Security Office and registration is handled through GEMS self-service. You must register through GEMs Self Service to participate in an orientation.

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. (Hint: Search EAO and generally this orientation will be the only result.)

If you do not have GEMs access, please contact USF Health Travel Coordinator, hhuynh@health.usf.edu.

Clery Act and Title IX Orientation (CSA-RE Orientation): The CSA-RE orientation is a mandatory USF System training conducted by USF Police and DIEO Title IX Office. Due to Federal Law and USF Policy requirements, a USF employee must be certified in the CSA-RE Orientation if participating on any student activity outside of the classroom.

All group leaders and associate travelers must complete the orientation. It must be reflected in your GEMS account. All associate travelers are required to participate regardless of regular appointment status on campus.

This course IS NOT run by the USF World Education Abroad Office. It is administered by the Title IX Office within the office of Diversity, Inclusion& Equal Opportunity.

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. (Hint: Search CSA and generally this orientation will be one of only a few results.)

If you do not have GEMs access, please contact the USF Health Travel Coordinator, hhuynh@health.usf.edu.

Travel Specific Pre-Departure Orientations: Program leaders shall organize at least one program specific, travel and safety pre-departure orientation prior to departure. Program leaders are also advised to schedule a travel specific orientation on the first day of the program to review all necessary travel, risk & security information.

IN-COUNTRY PROGRAM LEADER RESPONSIBILITIES

Monitoring program budget: Faculty directors are responsible for staying within the program budget. If faculty have failed to inform the college's international programs office/fiscal coordinator of program expenses prior to the establishment of the advertised program cost, they cannot be added after the fact. Emergency expenses may be added, but they must have a clear purpose and have arisen from an unexpected event or situation. In the event that additional funds or services are needed, faculty must first get approval from the College's Fiscal & Business Analyst, USF Health International or from the International Risk and Security Officer within Education Abroad. If the faculty leader fails to do so they run the risk of not being reimbursed for the expenses incurred.

Budget Adjustment: Any adjustment of in-country costs should be communicated directly to the College's International Programs office/fiscal manager (not to the students).

Associate Traveler Field Book: Review and comply with procedures and processes outlined in the Associate Traveler Field Book.

Emergency Cards: USF Health International will provide printed Emergency Cards to the program leader who must distribute it to all participants of the program before departure.

Traveling with a Phone: It is required that all faculty leaders must have a phone that can make and receive international and domestic calls regardless of internet connection or speeds with them at all times. USF Health International and the College's International Programs office can provide resources to faculty members to assist with this process. The expense of such costs must be added to the program budget before the final budget approval.

Personal Travel: Personal travel may be conducted prior to or after the international activity. The purchase of additional international health and evacuation coverage for personal travel is strongly encouraged.

- Group leaders and associate travelers are expected to be in residence with the students during the entire international experience when practical.
- Group leaders and associate travelers should always be available to immediately respond in-person 24/7 to a student in distress.
- Registered travel dates may differ with the registered travel dates of students, as warranted.

POST-TRAVEL PROGRAM LEADER RESPONSIBILITIES

Post-travel survey: Program Leaders shall encourage all student participants to complete the USF Health International post-travel survey which will be sent to students by USF Health International upon return from the program.

Student Reentry Meeting: It is best practice to hold a reentry debriefing with students following their return from the international experience. Group Leaders or associate travelers may also create an online reentry program to help students reflect on their experiences.

I acknowledge that I have read and understood my duties and responsibilities as outlined in the above guidelines:

Name of Program Leader: _____

Signature: _____

Date: _____