

TRAVEL/STUDY PROGRAM PLANNING FORM

The goals and values inherent in travel/study learning are reflected in the part of the college's mission that seeks to promote intellectual challenges and cultural exploration and in the faculty's stated value that recognizes the need for a broad cultural and historical perspective. The policies and procedures contained in this **Travel/Study Program Planning Form** have been developed to assist in planning, promoting and successfully carrying out travel/study opportunities.

The preparation of the attached form is primarily the responsibility of the faculty director of the travel study program (referred to as the "travel coordinator"), but it also requires close collaboration of the department chair, the division dean and the dean of financial services in order to be a useful tool for planning. The planning process requires ample lead time because the logistics involved in program design, promotion, financing and contracting of the services associated with travel are complicated and time consuming. Initial conversations about a possible program should begin at least a year in advance with initiation of the steps in this form at least nine months before the projected departure date for the program. See attached flowchart and timeline.

The process for planning travel/study includes discussion at the departmental level to determine that the rationale for the travel/study program is appropriate in the context of departmental offerings and programs. It also includes the Curriculum Council if the course involved is a new one, and also the divisional dean and dean of financial services to address questions of the feasibility of the program and the financing of it.

TRAVEL/STUDY PROGRAM PLANNING FORM

PART 1 PROGRAM DESIGN

Develop this form with your department chair and submit it to your division dean according to the following schedule (approximately 8 months prior to the term when you are planning a travel/study program)

Term when program is to take place	Proposal to Division Dean	Dean submits proposal to Procurement Dept.	Proposal to Marketing Dept.
Fall Semester	Jan 15 (same year)	Feb 15	Apr 15
Spring/Intersession	May 15 (year prior)	June 15	Aug 15
Summer Semester	Sept 15 (year prior)	Oct 15	Dec 15

Program name and destination _____

Course number/title _____

Is course new? ___ Yes ___ No (If new, will require submission to Academic Council.)

Travel dates (departure and return) _____

Program Director/Trip Coordinator _____

Estimated number of students _____

Current Date: _____

LEARNING GOALS AND ITINERARY

Please provide program goals and a detailed itinerary below. This information will be used by the Procurement Department to solicit bids from travel agencies, so please provide all information requested to assure that bids address all services needed.

Program learning goals (Attach syllabus.)

Prerequisites (if any) _____

Relation of travel/study program to overall departmental goals

Lined area for handwritten notes or signatures.

Separate sheet attached? yes no

INTERNATIONAL TRAVEL POLICY PROVISIONS

Be sure to consult this policy and convey its contents to program participants. Indicate date when Travel Advisory Notices, Consular Information Sheets and other relevant information were consulted by the academic dean and shared with program director.

Academic Dean

Date

Date **Consular Information Sheets** shared with group participants:

Program Director

Date

Have **Release and Waiver of Liability for International Travel** forms been returned by participants? Yes No

Notes:

PART 2: TRAVEL-STUDY BUDGET (Meet with division dean to prepare this.)

TRAVEL STUDY EXPENSES

Program name and destination _____

Dates of Travel _____

Program Director/Trip Coordinator _____

Estimated number of students _____

Faculty Program Director Expenses

Airfare _____
Lodging _____
Meals _____
Ground travel (buses, taxis, e.g.) _____

Total travel expenses (paid from travel fees) _____

Faculty stipend (paid from tuition) _____

Student Expenses

	Per Student	Total
Airfare	_____	_____
Lodging	_____	_____
Ground travel	_____	_____
Social/cultural events (theatre, museum, etc.)	_____	_____
On-site program expenses (lecturers, guides)	_____	_____
Other (explain)	_____	_____
Per student share of faculty travel expenses (above)	_____	_____

Total travel fee _____

Break Even Point

In consultation with your divisional dean, determine the minimum number of students required for the program to break even financially. You may need to consider the consequences of discounts in effect for a certain sized group, the added cost per student for faculty expenses as the group size decreases, the number of non-tuition paying participants, etc. Group size must be financially favorable or the program will not be authorized.

Number of students for break even: _____

Payment Schedule for Students

Insert due dates for payment of deposit, tuition and total program fees.
Also specify refund schedule for this particular program.

Payment Schedule to Vendors

Pre-departure expenses (Itemize payments to be made prior to departure, e.g. airfare, travel agency.)

On-site expenses (Cash to program director)

Total Program Expenses

TRAVEL STUDY REVENUE

Program _____

Dates _____

Program Director/Trip Coordinator _____

Number of participants _____

Per Student

Total

Tuition _____ X number of students _____ = _____

Course fee (indirect expenses: promotion, telephone, gratuities)

_____ X number of students _____ = _____

Travel fee (from travel/study budget form)

_____ X number of students _____ = _____

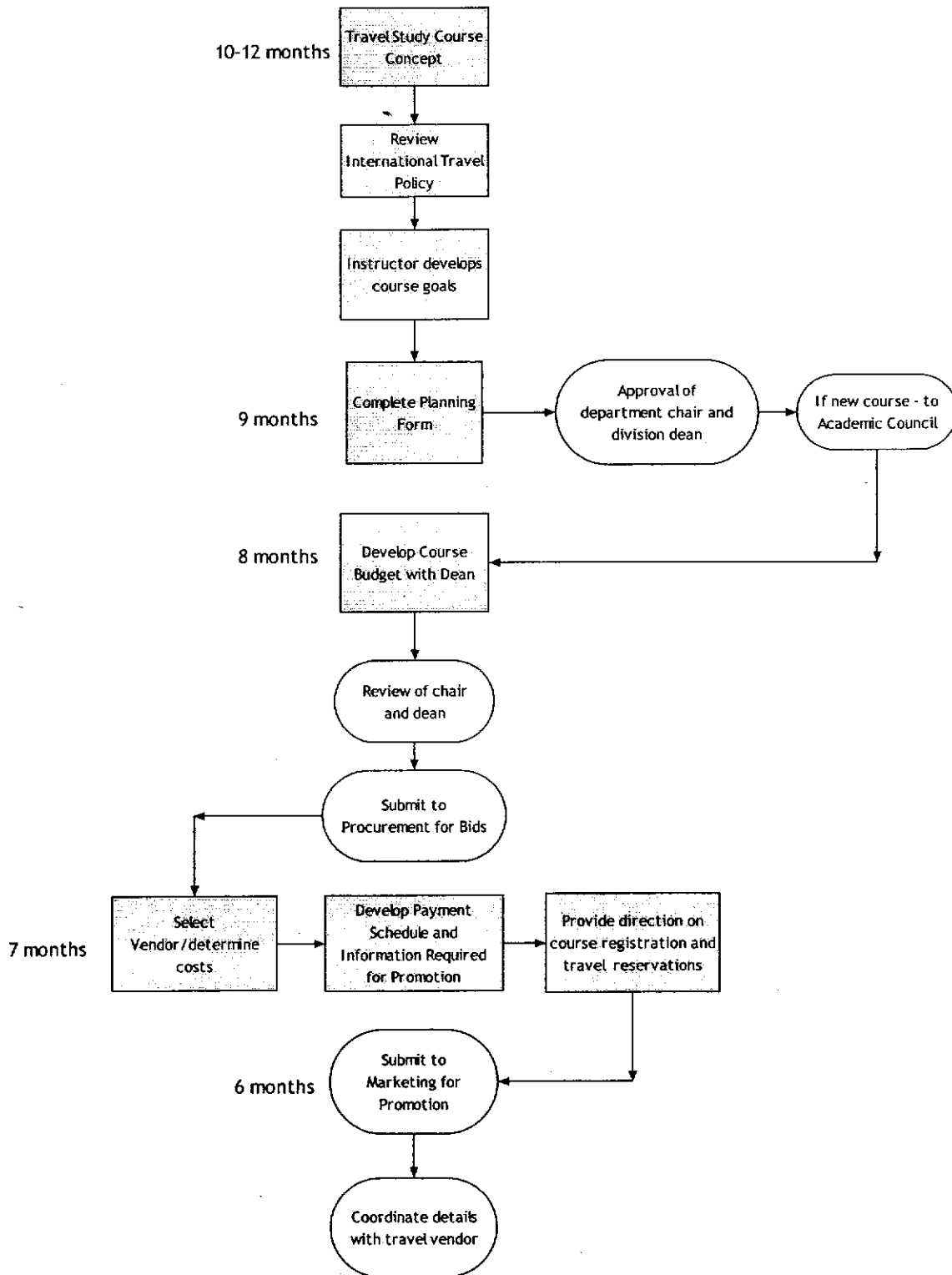
Approvals

Department Chair _____ Date _____

Division Dean _____ Date _____

Division dean will forward packet to Procurement for preparation of bid documents. When bids are received, information will be shared with program director, department chair, and division dean to determine total cost of the program. Once a bidder is chosen, final travel fee will be determined. Program director/trip coordinator will coordinate with Marketing to publicize the program and will work with vendor(s) to determine payment and refund schedule. Student commitment to program must be monitored closely to determine degree of confidence in break-even financing. The program at a minimum must break even for it to run.

Travel Study Planning Flowchart - Draft



Revised 7-20-04