

Hugh Hodgson School of Music International Travel Process

Approval Phase

1. Present proposed trip to the HHSOM Director for approval.
2. Obtain a copy of the Franklin College checklist for International Travel. This must be completed for all international trips with students (regardless of the number of students attending) at both the undergraduate and graduate levels.

http://www.franklin.uga.edu/sites/default/files/CHECKLIST-Short%20Term%20Non-Credit%20Travel_9.29.15.pdf

3. Develop a budget plan and secure funding. Be sure to consider the following when developing a budget;
 - All transportation costs, including getting from Athens to Atlanta, additional costs for large instruments, transportation in foreign country, hotels, food, additional expenses related to traveling with a group, visas, travel insurance, any promotional materials, etc.
4. Finalize trip with the HHSOM Director and receive approval to begin implementing the project, utilizing this documents and requirements found in the Franklin checklist and other requirements and guidelines provided through the Office of International Education (outlined here).

NOTE: do this early as there are a lot of materials to pull together.

Initiation Phase

1. Contact Edith Hollander and/or Pam Bowers in the School of Music as soon as you have approval from the director to get this process started. Bands area will work with Rebecca Yarbrough. Note: Staff are happy to assist with this process, but this is the responsibility of the Faculty Member leading this international trip.
2. A staff member will contact Karen Coker at Franklin College and OIE's GoAbroad program (<http://goabroad.uga.edu>) to confirm what forms/documents the Faculty member will need to be provided for this project. It should be the following, unless told differently:
 - Registration list template:
This template may be found on the Office of International Education website (http://external.oie.uga.edu/all_forms_and_documents/), under Statistics, Insurance and Course Enrollment: NEW-Template for Destination Details,

Stats, Insurance, Registration. Use the SendFiles system to send to Naomi Molina at naomin@uga.edu.

- Health Waiver Form (all participants must complete)
http://oie.uga.edu/docs/faculty_staff/program_management/health_disclosure.pdf
- Embassy registration system. Complete all parts (groups can be registered using the excel worksheet provided at the site):
<https://step.state.gov/step/>
- Materials to provide to students:
 - Study Abroad Handbook (send PDF to students in advance of trip)
http://oie.uga.edu/docs/education_abroad/student_docs/pre-departure_orientation_handbook.pdf
 - Interpretation and Clarification of UGA Alcohol Policy as it Applies to Study Abroad Program (print or send link to participants)
http://oie.uga.edu/docs/faculty_staff/program_management/program_alcohol_policy.pdf
 - U.S. State Department destination information (print of pertinent information and give to participants):
<http://travel.state.gov/content/passports/english/country.html>
 - Letter to parents (this should be given to students to forward to their parents)
http://oie.uga.edu/docs/faculty_staff/program_management/letter_to_parents.pdf
- 3. Create a schedule for obtaining various approvals and documents for the trip. If you are applying for President's Venture Funds, you should apply months in advance of the trip. <http://dar.uga.edu/policies/nodes/view/201/How-to-Request-Venture-Funding>
- 4. As soon as the trip is approved and funding is in place, contact Pam Bowers in the School of Music Business Office.
 - a. Provide her with details related to all funds in support of the project and all anticipated expenses.
 - b. Work with her to begin the process of getting Travel Authorities on all participants.
- 5. Get a copy of passports for all participants (get an actual copy of the passport, not just the information from it). You will need these for a variety

of purposes. If visas are required, provide participants with details and a deadline for obtaining these documents.

6. Confirm all travel dates and begin process of getting tickets, transportation, hotels, meals, travel insurance etc. scheduled and purchased/reserved.
 - a. Go to http://www.busfin.uga.edu/accounts_payable/authorized_agencies.html for a list of UGA-approved travel agencies. Most recently, the School of Music has worked with Global Escapes, though you are not required to use them.
 - b. HHSOM has contracted with Daniel's Charter (<http://www.danielscharters.com>) for ground transportation.
 - c. UGA has vans for rent, depending on the size transportation you need: <https://cars.uga.edu/PCVM/servlet/reservation/loginController>
 - d. UGA requires travel insurance for international trips. Contact Naomi Molina at OIE to get this started. Her contact information is naomin@uga.edu or 706-542-7142.
7. To obtain an agreement/waiver customized to the program and destination country, send an email request to partner@uga.edu. If problems, contact Dr. Yana Cornish, director of Education Abroad, at yanac@uga.edu or 706-542-2900.
8. Obtain the following from all participants. Copies of this information will be kept at the School of Music and will be carried by the Faculty Leader on the trip.
 - a. Name, address, cell phone number, email address, date of birth
 - b. Signed agreement/waiver
 - c. Completed health waiver form
 - d. Copy of Passport and Visa (if needed)
9. Prepare an itinerary of the trip. Include in this information on hotel accommodations, emergency facilities and contact information while abroad.
10. Create and implement a trip orientation. Hold a meeting to go over these materials.
11. Complete the Approval for Short-Term Travel Abroad Checklist and turn in (along with all supporting materials) to Karen Coker. This should be completed no later than **one month** in advance of the trip. Provide copies to Edith Hollander and/or Pam Bowers and/or Rebecca Yarbrough, if you have not done so already.