Office of the Senior Vice Provost  
Risk Management Compliance for Faculty Leading an Academic Immersion Trip

For university sponsored international travel it is the responsibility of the faculty and/or department staff planning the trip to assure full compliance with risk management and safety of participants in all program activities. Specific attention should be given to the following:

Pre-Departure Documentation

1. All participants must complete the required documentation listed below. Note: all forms must bear the student’s signature and be dated; electronic signatures are not accepted.
   a) Participant Info Sheet. Must include primary health insurance information that includes international coverage (USF Student Aetna, Blue Shield, Kaiser, etc.)
   b) Waiver of Liability
   c) Behavior Contract

   In addition, students must provide a copy of his/her:

   i) Valid Passport. The pages that contain their photo, birth date, signature, etc.
      Participants should also send a scanned copy of his/her passport to a personal email address which only he/she has access.
   ii) Flight Itinerary. Changes to the participant’s itinerary must be emailed to nobles@usfca.edu and to managing faculty/staff.
   iii) Early Arrival/Intent to Extend Stay (Optional). Student must complete this form if she/he intends to arrive to destination before the program starts and/or remain in destination or go elsewhere [not returning immediately to USA] after the program ends.

2. Faculty/staff must check for completeness of all forms and submit all original pre-departure documentation to the Center for Global Education (UC 5th Floor) at least four weeks prior to departure. Documentation must be organized in the order above and alphabetized by student’s last name.

3. Faculty/staff must create an excel spreadsheet of final list of participant’s full name, passport number, and two emergency contacts with telephone numbers and email and list local contact information (full names, landlines, cellular numbers and emails of all hotels, onsite personnel including travel agents, tour guides, coordinator cell phone, other faculty/staff etc). This must be emailed to nobles@usfca.edu at least two weeks prior to departure. This is will be used as “Quick-Reference Sheet” to refer to in case of emergencies (see example attachment) and will be shared with USF Public Safety Dispatch.

4. USF ACE/Euroassist Card. This supplemental coverage is automatic for all USF employees and registered USF students participating in university approved international programs. USF ACE/Euroassist cards will be given to faculty/staff when all participant’s original documentation has been given to the Center for Global Education (UC 5th Floor).

Student Screening
1. Faculty or staff must email a list of confirmed participants with USF ID# to nobles@usfca.edu. The list will be shared with the Counseling and Psychological Services and the Office of Student Conduct, Rights, and Responsibilities for identification of individuals who should not participate in an international program. This list must be emailed at the time students register for the program.

2. Any disclosure on the part of the student that may affect her/his participation in the program should be discussed with the Dean of Students.

**Detailed Itinerary and Emergency Plans**

**Itinerary and Emergency Plans must be emailed to nobles@usfca.edu at least two weeks prior to departure date.**

1. **Itinerary.** A detailed program of activities must be approved by the Senior Vice Provost at least two months before the program begins. Itinerary must include day-to-day activities including times, locations, and all pertinent local contact information (i.e. hotel telephone, personal cell phone, on-site staff cell phone, travel agent contact, etc.).

2. **Emergency Response Plan (ERP)** that details steps to be followed by faculty/staff in case of medical emergencies, arrests, psychological difficulties, seriously disruptive behavior, natural disasters, political unrest, terrorism, outbreak of infectious diseases, or death or disappearance of students.

3. **Emergency Communication Plan (ECP)** that details how students are to be informed of news or action to take in case of an emergency.

4. **Emergency Evacuation Plan (EVP)** may be required for some destinations.

**Emergency Contacts Card**

1. Faculty/staff should provide all participants with an emergency card that includes the University’s logo and:
   
a) Name, telephone, and address of local residence (written in the local language)

b) Telephone numbers of all onsite personnel (faculty, staff, coordinator, etc.)

c) Public Safety Dispatch number: 001-415-422-2911

d) USF’s 24/7 emergency telephone number: 001-415-994-4330

e) Telephone of closest U.S. Embassy or Consulate
TIMELINE AND CHECKLIST

Two Months Before Trip

___ Discuss Activities Plan and Preliminary Budget with Senior Vice Provost.

___ Expenditure requests including hotel deposits and program-related contracts must be approved by Senior Vice Provost and handled through Manager of Operations (wongl@usfca.edu)

___ Request for and receive training for Purchasing Card if needed

___ Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements

___ At time of registration, send list of participants to CGE (nobles@usfca.edu)

Four Weeks Before Trip

___ Collect pre-departure forms and submit to CGE (UC 5th Floor)

___ Request and obtain approval of travel advance through Concur if needed

___ Meet with Vice Provost for Faculty/Staff Orientation

___ Schedule Pre-Departure Orientation for students

Two Weeks Before Trip

___ Quick Reference Sheet (excel spreadsheet) emailed to CGE (nobles@usfca.edu)

___ A final itinerary/detailed schedule must be submitted to Senior Vice Provost and CGE (nobles@usfca.edu)

___ Submit final budget to Manager of Operations (wongl@usfca.edu)

Upon Arrival

___ Faculty or staff must communicate the safe arrival of all participants.

___ Hold on-site Orientation

Upon Return

___ Post-Trip Evaluation submitted to Vice Provost for Academic Affairs. All expenditures with receipts must be reported through Concur