Student Travel Protocol

QUICK DOCUMENT NAVIGATION

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Protocol for Students traveling with a faculty/staff-led group:

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PROTOCOL FOR TRIP LEADERS

STEPS

The **trip leader** is a faculty/staff member responsible for the planning and coordination of travel, who will be joining the trip.
*Note: Students on Financial Aid should talk to Business and Finance about any item marked ***

0. Pre-Application Risk Research

1. Research the risk associated with the location(s) desired o This can be accomplished by checking the Global Rescue website (log in with your credentials)
2. After this, you may want to discuss with the Risk Analyst, who can help you to research risk related to any countries that are planned in the visit
3. Develop concept/proposal outline (learning outcomes, measuring effectiveness, selection, country profile, organization, project, accommodation, meals, transportation, visas, health and safety, cultural immersion experiences, budget)
4. Discuss your plans with the Director whose budget will fund the trip, including description, learning objectives, anticipated outcomes for trip

1. Proposal for Student Travel Program

* Currently this is only part of the process for Course Related Travel

Fill out the Proposal for Student Travel Program on SharePoint. This will then be sent automatically to your Program Director and the Associate Dean of Academic Affairs for approval

2. Application

1. Plan and get quotes for the trip itinerary in order to estimate the budget
2. Prepare your attachments, which should include all back-up documents, such as
    a. Itinerary
    b. Any quotations you have to support the budget
3. Once the trip idea is formulated, the trip leader completes a Student Travel Application [STA] form. The STA should be submitted for review at least four (4) months prior to departure
4. Once the STA is submitted on SharePoint, it will be sent to the Program Director for approval
5. Once the Director approves, the STA will be sent to the Senior Associate Dean for approval, and then to Business and Finance [B&F] for budget approval, where it will be checked that funds are available in the appropriate department's student travel budget. After B&F approval, the application will be sent automatically to the Dean's Council for review
6. Applications are approved by the Dean's Council on a provisional basis, pending a satisfactory risk assessment. The Dean's Council approval will forward the STA electronically for official trip risk assessment
7. Risk Assessment is completed. Additional details regarding the trip itinerary may be requested from the trip leader. The Dean's Council will cancel the trip if the risk assessment indicates that the planned trip would involve excessive risk to the safety and security of NU-Q students. Students planning to visit countries under a U.S. DOS Travel Advisory Level 3 - Reconsider Travel must seek approval from NU-Q. Student travel to Level 4 - Do Not Travel designations is prohibited, although exceptions may be granted (see MyNUQ - Student Travel- Travel Safety – High Risk Destinations). The trip leader will be notified of the outcome of the risk assessment process, so trip arrangements can begin

3. Trip Arrangements

1. After the STA has been approved, arrange with the Program Director to have the trip advertised, ensuring that you have clearly indicated any academic selection criteria, where applicable
    - Submit Communications Request form
    - Send written description of the trip and/or photos to Student Affairs Communication Coordinator o Hold an information session o Post reminders on social media
2. Select and notify student participants according to the process identified in the application
    - Develop online application through Qualtrics
    - Confirm selection committee (two staff, two students, one faculty)
    - Create selection rubric o Send reminders to interested students
    - Review application materials, once submitted
    - Invite students to register online for a group and/or individual interview o Conduct interviews
    - Organize selection committee meeting to make decisions on candidates
    - Notify all applicants of outcome
    - Send list of participants to academic advisers to confirm academic good standing (if required)
    - Send list of applicants to Director of Student Affairs to check for concerns of misconduct
3. Select additional faculty and/or staff trip leader(s)
4. Update the My Student Activities List on SharePoint with the student(s) travelling
5. Students must complete their requirements in order to be confirmed for the trip. See NU-Q Student Travel Protocol – Student travelers, traveling with a faculty/staff-led group for more information.
    - Students should submit class schedules to find a common meeting time
    - Develop pre-departure sessions based on learning outcomes and logistics (including culture and customs)
    - Plan reflection activities and discussions to be held during trip
    - Develop self-assessments and/or program evaluation
    - Create packing list and discuss weather and halal food expectations in country
    - Communicate travel expectations with students (e.g. not upgrading to Business class)
    - Meet with students to ensure each student:
        - Has paid the 500 QAR application fee[1]**
        - Has cleared their account with Student Finance

[1] The 500 riyal fee is only applicable to student travel programs that are not required for graduation.

*** Students on Financial Aid should talk to Business and Finance about these items*

- Understands and has signed the International Trip Forms (Student Traveler & Health Assessment Forms)
- Has completed the International Risk Management Canvas Course
- Understands they are responsible for obtaining visas**
- Understands their insurance coverage during the trip
- Knows what immunizations are suggested by NU-Q for this particular location
- Knows what production equipment they are expected to/allowed to check out for the trip
- They need to clear their production account

6. Collect Student Traveler Information Forms
7. Schedule a meeting with B&F to discuss itinerary
    - What meals and incidentals will not be provided to students
    - What to do for a cash advance
    - What can be reimbursed
8. Request that the department's Administrative Assistant prepare and submit the Travel Authorization Request [TAR] in TACIT for the Department's Director, Dean of Academic Affairs and B&F
9. Arrange with the Administrative Assistant to ensure that all travel arrangements are made once the TAR is approved in TACIT
10. Procure insurance plan and send plan details to students to get familiarized with coverage and claim procedures (Purchase Process for Trip Administrators)
11. Confirm equipment needs with Production Department to bring NU-Q equipment, as necessary. Students will be responsible for checking the equipment out themselves, but the trip leader should verify that Production is aware of the overall equipment need for the trip
12. Notify the Film Commission of the country (or countries) that you are traveling to of your intention to film

4. Pre-Trip Orientation

The trip leader will finalize preparation for the trip:

1. Faculty or staff may request cash advance from B&F
2. Coordinate with the Risk Analyst in B&F to conduct appropriate risk awareness training, if required
3. Confirm students have suggested immunization. If required, have students sign immunization waiver
4. Send final itinerary to students
5. Arrange packing checklists for travelers. Sample packing checklist
6. Ensure all arrangements are complete before departure

5. While Travelling

The trip leader will need to:

1. Record how any cash was spent and provide receipts (These will need to be reconciled after the trip and submitted along with the Cash Advance Expense Report form)
2. Record all Clery information: Hotel(s) Name(s) o Hotel(s) Address(es), Hotel Room(s) that student(s) stayed in

6. Post-Trip Debrief

The trip leader will provide any requested information to their director:

1. Provide feedback on the trip itinerary and overall experience to Director

2. Provide constructive feedback to other parties as applicable
3. Provide requested Clery information for purposes of crime reporting to Risk Analyst: Hotel(s) Name(s), Hotel(s) Address(es), Hotel Room(s) that student(s) stayed in
4. Submit any completed Incident Reporting Forms to the Risk Analyst
5. File expense report and/or reconcile cash advance
    - Cash advances made in QAR to a Qatari bank account, should be reconciled with NU-Q using the Travel Expense Report QR
    - Cash advances made in USD to an American bank account, should be reconciled with NU-E, following the directions in the Expense Report US$ document on SharePoint

PLANNING CHECKLIST FOR TRIP LEADERS

Step		Item
0. Pre-Application	1	Research your proposed location, including risk elements
	2	Discuss your plans with the Director
1. Proposal	1	Complete the Proposal for Student Travel Program ** Only Course Related Travel*
2. Application	1	Plan and get quotes for trip itinerary
	2	Prepare attachments for STA
	3	Complete STA
	4	Obtain approval from Director
	5	Obtain approval from Senior Associate Dean
	6	Obtain approval from B&F for the budget
	7	Obtain approval from Dean's Office
	8	Await Risk Assessment notification
3. Trip arrangements	1	Advertise trip and select participants
	2	Select and notify participants
	3	Select additional faculty and/or staff trip leader(s)
	4	Provide list of accepted students
	5	Ensure that students complete their requirements in order to be confirmed for the trip. Refer students to MyNUQ – Student Travel Requirements
	6	Schedule a meeting with B&F to discuss itinerary
	7	Prepare TAR in TACIT
	8	Make all travel arrangements once TAR approved in TACIT
	9	Procure insurance and send plan details to students to get familiarized with coverage and claim procedure
	10	Confirm equipment needs with NU-Q Production
	11	Notify the Film Commission(s) for proposed destination(s)
	12	Meet with students to go over trip requirements
	13	Collect International Trip Forms and attach them in SharePoint
4. Pre-trip Orientation	1	Request any cash advance from B&F
	2	Coordinate to conduct risk training, if required
	3	Confirm immunization/have students sign waiver
	4	Send final itinerary to students
	5	Arrange Sample packing checklist
	6	Finalize all arrangements
5. While Traveling	1	Record how any cash was spent and collect receipts
	2	Record Clery information
6. Post-trip Debrief	1	Provide feedback on trip to Director
	2	Provide constructive feedback to other parties, as applicable
	3	Provide Clery information to Risk Analyst

	4	Submit completed Incident Report Forms to Risk Analyst
	5	File expense report and/or reconcile cash advance

PLANNING CHECKLIST FOR TRIP LEADERS: Advertising trip and participant selection

Step		Item
1. Advertise trip and select participants	1	Submit Communications Request form
	2	Send written description of the trip and/or photos to Student Affairs Communication Coordinator
	3	Hold an information session
	4	Post reminders on social media
2. Select and notify participants	1	Develop online application through Qualtrics
	2	Confirm selection committee (two staff, two students, one faculty)
	3	Create selection rubric
	4	Send reminders to interested students
	5	Review application materials, once submitted
	6	Invite students to register online for a group and/or individual interview
	7	Conduct interviews
	8	Organize selection committee meeting to make decisions on candidates
	9	Notify all applicants of outcome
	10	Send list of participants to academic advisers to confirm academic good standing (if required)
	11	Send list of applicants to Director of Student Affairs to check for concerns of misconduct

PROTOCOL FOR STUDENTS TRAVELING WITH A FACULTY/STAFF-LED GROUP

STEPS

The **student** is responsible for obtaining visas and forwarding required documents to the trip leader.

*Note: Students on Financial Aid should talk to Business and Finance about any item marked ***

2. Trip Arrangements

Students must complete the following requirements 30 DAYS PRIOR DEPARTURE. NU-Q reserves the right to not release trip funds and/or eventually cancel trips when students do not complete the following requirements:

1. Follow the student travel application process, as laid out by the particular travel program
2. Clear your Student Finance Account – **if you have a financial hold you will not be allowed to travel**
3. Pay the 500 QR student fee (to B&F) **
4. Understand, sign and send to Trip Leader the International Trip Forms (Student Traveler & Health Assessment Forms)
5. Complete the International Risk Management Canvas Course
6. Obtain visa for host country – be sure to apply as early as possible to ensure the visa is available in a timely manner. Students must pay any visa fees **
7. Return library and production materials and pay outstanding fees
8. Check immunization requirements, make sure immunizations are complete and bring proof of vaccination to trip leader
9. Register travel plans with student's home embassy in host country
10. Make an equipment travel request to the Production department for any required equipment, based on the allowed equipment list shared in the trip advisor meeting

3. Pre-Trip Orientation

1. Attend any required risk training
2. Pack according to packing checklist

3. Post-Trip Debrief

The students will provide any requested information to their Trip Leader:

1. Provide feedback on the trip itinerary and overall experience
2. Provide requested information for purposes of crime reporting

PLANNING CHECKLIST FOR STUDENT TRAVELING WITH A FACULTY/STAFF-LED GROUP

Step		Item
2. Trip arrangements	1	Follow student travel application process, as laid out by the particular travel program
	2	Clear your account with Student Finance
	3	Pay 500QAR fee to B&F**
	4	Understand, sign and send to Trip Leader the International Trip Forms
	5	Complete the International Risk Management Canvas Course
	6	Arrange visa and pay visa fee**
	7	Return library and production materials and pay any outstanding fees
	8	Check and complete immunization requirements
	9	Register with home country embassy in destination country
	10	Make an equipment travel request to the Production department to travel with NU-Q equipment
3. Pre-trip Orientation	1	Attend any required risk training
	2	Pack according to packing checklist
4. Post-trip Debrief	1	Provide requested feedback on trip to Trip Leader
	2	Provide requested information to Trip Advisor

*For students on Financial Aid, please talk to Business and Finance about any item marked ***

PROTOCOL FOR INDEPENDENT STUDENTS*

**Student/group of students traveling without a faculty/staff-led group*

STEPS

The **student**, when traveling on their own, is responsible for the planning and coordination of travel.

*Note: Students on Financial Aid should talk to Business and Finance about any item marked ***

0. **Pre-Application Risk Research**
    1. If you are not applying for an established grant program (WildCat Serve, etc.), prepare a proposal and discuss your plans with your faculty/staff advisor (if you have one) and your Program Director
    2. Research the risk associated with the location(s) desired o This can be accomplished by checking the Global Rescue website (log in with your credentials). After this, you may want to discuss with the Risk Analyst, who can help you to research risk related to any countries that are planned in the visit

1. **Application**
    1. Plan and get quotes for the trip itinerary in order to estimate the budget
    2. Prepare your attachments, which should include all back-up documents, such as
        a. Itinerary
        b. Any quotations you have to support the budget
    3. the trip administrator completes a Student Travel Application [STA] form. The STA should be submitted for review at least four (4) months prior to departure
    4. Once the STA is submitted on SharePoint, it will be sent to the Program Director for approval
    5. Once the Director approves, the STA will be sent to the Senior Associate Dean for approval, and then to Business and Finance [B&F] for budget approval, where it will be checked that funds are available in the appropriate department's student travel budget. After B&F approval, the application will be sent automatically to the Dean's Council for review
    6. Applications are approved by the Dean's Council on a provisional basis, pending a satisfactory risk assessment. The Dean's Council approval will forward the STA electronically for official trip risk assessment
    7. Risk Assessment is completed. Additional details regarding the trip itinerary may be requested from the trip leader. The Dean's Council will cancel the trip if the risk assessment indicates that the planned trip would involve excessive risk to the safety and security of NU-Q students. Students planning to visit countries under a U.S. DOS Travel Advisory Level 3 - Reconsider Travel must seek approval from NU-Q. Student travel to Level 4 - Do Not Travel designations is prohibited, although exceptions may be granted (see MyNUQ - Student Travel- Travel Safety – High Risk Destinations). The trip leader will be notified of the outcome of the risk assessment process, so trip arrangements can begin

2. **Trip Arrangements**
    1. Trip administrator updates the My Student Activities List on SharePoint with the student(s) travelling
    2. Students must complete the following pre-departure requirements 30 DAYS PRIOR DEPARTURE. NU-Q reserves the right to not release trip funds and/or eventually cancel trips when students do not complete the following requirements:

- Pay the 500 QAR application fee**[2],
- Clear their account with Student Finance – **if you have a financial hold you will not be allowed to travel**
- Understand, sign and send to Trip Administrator the International Trip Forms (Student Traveler & Health Assessment Forms)
- Complete the International Risk Management Canvas Course
- Meet Business & Risk Analyst and complete the Risk Management Plan (see sample) with support of the Business & Risk Analyst
- Understands they are responsible for obtaining visas**
- Understands their insurance coverage during the trip
- Knows what immunizations are suggested by NU-Q for this particular location
- Knows what production equipment they are expected to/allowed to check out for the trip
- Return library and production materials and pay outstanding fees
- Register travel plans with student's home embassy in host country

3. Once student has completed all above pre-departure requirements, student must schedule a meeting with B&F to discuss itinerary:
    - What meals and incidentals will not be provided to students
    - What to do for a cash advance
    - What can be reimbursed
4. Request that the department's Administrative Assistant prepare and submit the Travel Authorization Request [TAR] in TACIT for the Department's Director, Dean of Academic Affairs and B&F
5. Arrange with the Administrative Assistant to ensure that all travel arrangements are made once the TAR is approved in TACIT
6. Request to Administrative Assistant insurance plan and familiarize with coverage and claim procedures (Purchase Process for Trip Administrators)
7. Confirm equipment needs with Production Department to bring NU-Q equipment, as necessary. Students will be responsible for checking the equipment out themselves, but the trip leader should verify that Production is aware of the overall equipment need for the trip
8. Notify the Film Commission of the country (or countries) that you are traveling to of your intention to film

3. Pre-Trip Orientation

The student will finalize preparation for the trip:

1. Coordinate with the Risk Analyst in B&F to conduct appropriate risk awareness training, if required.
2. Arrange packing checklists. Sample packing checklist
3. Ensure all arrangements are complete before departure
4. Make sure to update department admin, Health and Wellness Counselor, International Experience Coordinator and Business and Finance of any changes to your trip plans

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[1] The 500 riyal fee is only applicable to student travel programs that are not required for graduation.

***Students on Financial Aid should talk to Business and Finance about these items*

4. Post-Trip Debrief

The trip leader will provide any requested information to their director.

1. Provide feedback on the trip itinerary and overall experience to Director
2. Provide constructive feedback to other parties as applicable
3. Provide requested Clery information for purposes of crime reporting to Risk Analyst: Hotel(s) Name(s) o Hotel(s) Address(es) o Hotel Room(s) that student(s) stayed in
4. Submit any completed Incident Reporting Forms to the Risk Analyst

PLANNING CHECKLIST FOR INDEPENDENT STUDENTS

Step		Item
0. Pre-Application	1	Discuss trip proposal with faculty/staff advisor and Director
	2	Research risk of proposed destination
1. Application	1	Discuss trip concept with faculty/staff advisor
	2	Plan and get quotes for trip itinerary
	3	Prepare attachments for STA
	4	Trip Administrator to complete STA
	5	Approval from Director, Senior Associate Dean, B&F, Dean's Office (automated)
	6	Await Risk Assessment notification
2. Trip arrangements	1	Trip Administrator to update the My Student Activities List on SharePoint with the student(s) travelling
	2	Clear account with Student Finance
	3	Pay 500QAR fee to B&F or coordinate needs-based grant**
	4	Send completed International Trip Forms to Trip Administrator
	5	Return library and production materials and pay outstanding fees
	6	Complete the International Risk Management Canvas course
	7	Complete the Risk Management Plan and submit it to Business & Risk Analyst
	8	If NU-Q is paying for any part of travel, ask departmental admin for assistance to submit TAR in TACIT
	9	Make all travel arrangements once all above requirements are completed and TAR approved
	10	Request to Administrative Assistant insurance plan details and familiarize with coverage and claim procedure
	11	Arrange visa and pay visa fee**
	12	Make an equipment travel request with NU-Q Production
	13	Notify the Film Commission(s) for proposed destination(s)
	14	Check and complete immunization requirements
	15	Register with home country embassy in destination country
3. Pre-Trip Orientation	1	Coordinate with the Risk Analyst in B&F to conduct appropriate risk awareness training, if required
	2	Arrange packing checklists. Sample packing checklist
	3	Ensure all arrangements are complete before departure
	4	Make sure to update department admin, Health and Wellness Counselor, International Experience Coordinator and Business and Finance of any changes to your trip plans
4. Post-trip Debrief	1	Provide feedback on trip to Director and other parties, as applicable
	2	Provide Clery information to Risk Analyst
	3	Submit any completed incident reporting forms to the Risk Analyst

***Students on Financial Aid should talk to Business and Finance about these items*

HISTORY / REVISION DATES

Original Date: March 2015
Last Amended Date: March 2022
Next Review Date: December 2022