Faculty-led Study Abroad Programs:
Pre-departure Checklist Summer 2011

Once your application deadline has passed and you are ready to move forward with your program, there are still many details to take care of as you prepare for your departure. The following checklist is intended to help you organize and remember these details:

FINANCIAL REMINDERS:

_____ Finalize budget with Janis Mathiasen and SASE advisor (this may need to be done more than once if enrollment fluctuates after the application deadline)

_____ Purchase airfare (Budget must be finalized. If working with STA Corporate Travel, have the invoice sent to Janis Mathiasen in UA Global Initiatives)

_____ Sign travel paperwork with Janis Mathiasen
  • Travel advance will be direct deposited to your account
  • Operational advance will need to be picked up in the University Services Bldg
  • Travel advance and operational advance funds have different purposes and the monies must be kept separate and accounted for separately.
  • Graduate assistants and assisting/additional faculty also need to sign travel paperwork

_____ Make sure all faculty and assistants have contracts that are valid for the duration of your program (contact Janis Mathiasen and your Department if you have questions)

_____ Give Janis Mathiasen invoices and payment details for international invoices (if applicable)
  • Invoices must be addressed to The University of Arizona (not people or departments)
  • Can be mailed or emailed to SASE or Global Initiatives
  • Payments to be wired must have complete banking information including IBAN or swift code for the recipient account
  • No funds can be paid out until program fees are received from students

_____ Prepare and submit your receipts for travel and operational advances within 10 days of program end

OTHER REMINDERS:

_____ Work with SASE advisor to hold a pre-departure orientation for students

_____ Attend the FACSA spring meeting and/or faculty pre-departure meetings

_____ Remind all international students and international graduate assistants to check in with International Student Programs and Services regarding immigration (F-1 visa) needs
HEALTH AND SAFETY REMINDERS:

_____ Register your travels with the State Department STEP program and encourage your students to do this as well.

_____ Make sure you have names, photos/passport copies & emergency contact information.

_____ Give final program itinerary, emergency contact info and your contact information abroad to SASE advisor

_____ Make an arrival plan for students about where to meet, how to get there and what to do if there are delays

_____ Refer to the SASE Health and Safety Handbook in times of crisis

_____ Remember the SASE collected Student Health Forms, if needed during health crises