Sam Fox School of Design & Visual Arts
Faculty and Staff Guidelines for Travel Abroad

Washington University has policies and resources for faculty, administration, and staff traveling on behalf of the University. Below is an overview of University and Sam Fox School policies and resources for international travel. More in-depth information about many of these policies and resources can be found on the University’s Global Engagement website: global.wustl.edu.

International Travel Policy
The Washington University International Travel Policy has been adopted to ensure a consistent set of travel standards to be followed by all units of the University. The policy applies to all international travel that is sponsored, is funded in any part, or involves the granting of degree credits by Washington University in St. Louis. This policy may be accessed through the University’s Global Engagement website:
global.wustl.edu/international-policies-resources/international-travel-policy.

Passports
- Please make sure your passport is valid until at least six months after the end of your trip.
- The Sam Fox School must have a copy of your passport and itinerary on file in St. Louis.
- For programs and trips sponsored by the Graduate School of Architecture & Urban Design, give this information to Ellen Bailey in Givens 105. For all undergraduate programs in art and architecture, or for programs sponsored by the Graduate School of Art, give this information to Belinda Lee in Bixby Suite 1.

Be sure to register your trip through Washington University and the U.S. State Department.
- By registering your trip, you will be sent automatic information about travel warnings in the country you are visiting. In addition, if there is an emergency situation in that country, the government and the University will know that you are there and will be able to offer you assistance.
- To register your trip through Washington University’s Travel Registry, visit: sa.wustl.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=0&Link_ID=5B65D265-26B9-58D3-F50364DB31D4AAB1
- To register for the U.S. State Department’s Smart Traveler Enrollment Program (STEP), visit: step.state.gov/step

Accompanying Family and Visitors Guidelines
- Establish a plan for how accompanying family or visitors will be occupied during times you have program obligations.
- Establish a plan for what they will do if you are called away on an emergency.
- If you are traveling with minor children, it is optimal to have another caretaking adult present.
- It is not appropriate to ask program students to assist in the care of a minor.
- Washington University cannot be responsible for damage or injuries to accompanying individuals; University Insurance is unlikely to cover accompanying individual claims.

Insurance Abroad
- International SOS: Washington University has a policy with International SOS, a program that offers medical and security advice and assistance to students, faculty, and administrators abroad on behalf of the University. International SOS also offers pre-departure counseling at its call center. You may obtain International SOS cards from Ellen Bailey or Belinda Lee. To learn more about International SOS, visit the University’s Global Engagement website: global.wustl.edu/international-policies-resources/international-SOS
  This website also provides links to the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) on its External Resources page:
global.wustl.edu/international-policies-resources/external-resources
- Student Health Insurance: Student health insurance coverage for 2012-13 is through United Healthcare. Their coverage abroad is after the fact; doctor or hospital visits overseas are reimbursed when the student returns. It is important that students keep all receipts. United Healthcare has a Global Assistance Plan called Scholastic Emergency Services [SES]. Information about students abroad and the SES is available on the University’s Student Health Services website [shs.wustl.edu] and on the Global Engagement website (global.wustl.edu/international-policies-resources/health-insurance-information). In addition, Student Health
Services offers resources, advice, and services for students who have underlying health issues or who need inoculations before traveling abroad.

- **HTH Worldwide**: HTH Worldwide is a company that provides Gap Insurance Policies for travelers abroad. In some cases, the coverage provided by United Healthcare is not enough to obtain visas from certain countries. Students, faculty, and staff may obtain additional coverage through HTH Worldwide; the company’s website is: www.hthstudents.com/insurance.cfm

It has come to our attention that after the 2013-2014 school year the health care plan for Washington University students will no longer be required. The University is looking into obtaining a policy with HTH for students going abroad.

- **Personal Property Insurance**: It is recommended that students obtain property insurance through their parents’ or their own homeowners or renters insurance.

**E-mail**

To access your Washington University e-mail remotely:

1. Visit email.samfox.wustl.edu
2. Log in with your user name and password. If you don’t know this information, contact the Sam Fox School IT Department before you leave; it is different than your WUSTL key.

**Travel Advance**

You will receive a letter detailing how much you will receive as your travel advance. There are two ways to take care of expenses related to your trip: You may pay for food, transportation, etc. with your credit card and be reimbursed upon return, or you can request a travel advance from Rose Park before you leave. To download a check request form, visit the Faculty/Staff Resources page of the Sam Fox School website: samfoxschool.wustl.edu/faculty_staff_resources

To request your travel advance, please attach a copy of the letter you received from the dean regarding your trip abroad to the check request form. Please be aware that it takes about 10 days for the advance to be disbursed. If you have direct deposit, the travel advance will be deposited directly into your bank account. If you choose to use a credit card, you must turn in your credit card statement showing the exact dollar amount charged for each transaction you make along with the itemized receipts.

**Expense Report**

The University will cover:

- **Airfare**: The University will pay for standard commercial coach. You can be reimbursed after your return or book through Altair Travel to have this cost billed to the Sam Fox School credit card.
- **Foreign ATM, credit card, and bank transaction fees.**
- **Gratuities** (should be included in the price of the meal).
- **Lodging** (accommodations only, no movies, mini bar, etc.).
- **Meals for yourself.**
- **Taxi**
- **Telephone/Internet** (for program use only).

Expenses not covered by the University:

- **First class airfare.**
- **Personal entertainment expenses.**
- **Babysitting, house-sitting, pet-sitting.**
- **Personal grooming.**
- **Travel costs for persons accompanying the employee.**
- **Late fees for credit cards.**
- **Medication.**
- **Airline club fees.**

You must turn in original itemized receipts for the use of your travel advance. The travel advance goes toward food, taxis, and bus rides only. If you are covering program expenses, as well, please keep these receipts separate and file a separate program expense report.

Proof of conversion rates must be provided; otherwise, the average conversion rate will be used based on OANDA (www.oanda.com).

Please make sure you keep all your receipts. If you do not provide receipts for your travel advance, the University will require you to pay back the money. Please do not allow yourself to fall into a situation in which you have legitimate
expenses but do not have receipts to submit upon return.

If you take out money from an ATM, please keep the ATM receipts to show the ATM charge and exchange rate.

Original receipts should be scotch-taped to a piece of paper. Please keep them in chronological order and keep similar receipts together. Label your receipts clearly so the purpose is obvious. Please tape receipts to only one side of the paper.

If you are sharing a meal with someone, please circle and label your items clearly.

The Business Expense Statement can be filled out when you come home. It is University policy that this form must be filed within 14 days of your return. If you need assistance with this, please ask Rose Park in Bixby Suite 1.

Keep receipts from airline tickets, phone cards, hotels, and all transportation.

**Faculty Responsibilities**
- Set course rules and expectations and communicate them to students.
- Provide a safe environment for study abroad.
- Provide support for the program director.
- In the event of an emergency, notify the St. Louis Emergency Team, Belinda Lee, and/or Georgia Binnington (see Emergency Response Plan section below).

**Faculty Risk Reduction and Liability**
- Don’t facilitate drinking on program activities.
- Students may drink (if they are of age) but of their own volition.
- There is no tolerance for drug use.
- Don’t facilitate activities with inherent potential for injury.
- Remember that the University’s Judicial Code and all other University policies apply abroad; visit [wustl.edu/policies](http://wustl.edu/policies) for the full list of these policies.
- Keep emergency contact information on hand when traveling.
- Discuss program/itinerary changes with the appropriate person on the St. Louis campus before implementing.
- Document any disciplinary conversations with students.
- Understand the evacuation plan.
- If a student is a victim of a crime, falls ill, or is injured in an accident, report it to the St. Louis Emergency Team (see below).
- **Have students fill out the “Out of City Travel Form” when traveling on non program trips; the form should be given to the faculty/staff leader on-site.**
  - Understand the special needs of students if applicable.
  - If you are taking students on a field trip, notify the appropriate person on the St. Louis campus.

**Emergency Response Plan**
In the event of an emergency, the faculty and staff on-site should work with the St. Louis Emergency Team while adhering to the procedures outlined below.

**St. Louis Emergency Team Contacts**
*For Undergraduate Programs and Graduate School of Art Programs*
Belinda Lee
Assistant Director of Special Programs
314.935.4643 (office)
lee@samfox.wustl.edu

Georgia Binnington
Associate Dean of Students
314.935.6532 (office)
georgiab@samfox.wustl.edu

Regan Wheat (Florence)
39 055 462 7374 (office)
wheat@samfox.wustl.edu
For Graduate School of Architecture & Urban Design Programs
Adrian Luchini
Director of International Programs
314.935.6215 (office)
luchini@samfox.wustl.edu

Peter MacKeith (Helsinki)
Associate Dean/Associate Professor, Sam Fox School
314.935.7215 (office)
mackeith@samfox.wustl.edu

Ellen Bailey
Administrative Assistant
314.935.9200 (office)
ebailey@samfox.wustl.edu

During an emergency, the faculty and staff on-site will:
1. Verify the existence of an emergency.
2. Assume responsibility for communication.
3. Assume/delegate ongoing communication duties.
4. Be alert for rumors/unsubstantiated information in the community.
5. Coach other faculty and students on their roles.
6. Communicate to students, giving clear, calm directives and appropriate information.
7. Follow signals or other communications as received.
8. Keep order
9. Keep in constant contact with the St. Louis Emergency Team. The St. Louis Emergency Team will contact the Sam Fox School deans, parents, and/or emergency contacts.
10. The deans will contact the chancellor if necessary.

Response Options
For an Individual Emergency:
In the event of an emergency affecting an individual student, appropriate emergency help will be summoned; parents will be contacted first, then the St. Louis Emergency Team.

Group Emergency:
1. Phone Tree: The program director/faculty/staff will be responsible for initiating phone calls. In the case of an emergency that affects all students, the person in charge will contact each student and issue directions. He/she will then contact the St. Louis Emergency Team, who will contact the deans, parents, and/or emergency contacts. The deans will contact the chancellor if necessary.
2. In the event of an emergency in which phone lines are out, all students will be directed in advance to report to a pre-determined place.
3. If the pre-determined meeting place is not suitable, students and faculty will meet at the U.S. Embassy.
4. In the event the group must leave the country, the program director will give further instructions.