



SAM FOX SCHOOL OF DESIGN
& VISUAL ARTS

Sam Fox School of Design And Visual Arts

Faculty & Staff International Travel Handbook

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University Contacts

Student Financial Services
314.935.5900
<http://www.sustl.edu>

Student Health Services
314.935.6649
Insurance
<http://www.shs.wustl.edu>

WUSTL Police Department (to report a crime, even abroad)
314.935.5555
<http://www.sustl.edu>

Washington University is concerned with the health, safety, and security of all members of our community while traveling outside of the United States of America.

In an Emergency Abroad: In case of emergency, contact WashU Police Department (WUPD) at +1-314-935-5555. WUPD will mobilize the WashU Emergency Management Team to assist you.

International SOS MyTrips Registration

The MyTrips International Travel Registry is a secure platform on which faculty, staff and students record travel itineraries and emergency contact information. MyTrips will require travelers to create a one-time profile and then register the details of each trip. The registry allows us to better assist you in emergencies or times of crisis while abroad.

<https://global.wustl.edu/mytrips-instructions/>
<https://mytrips.travelsecurity.com/Login.aspx>

<http://www.state.gov.travel> (for U.S. passport-holders only)

All faculty, staff, and students traveling abroad as part of a WU sponsored or supported international travel program are **required** to enter their travel information into [MyTrips International Travel Registry](#) before they depart. Required travel information includes, but is not limited to, travel dates and locations, flight information, local contact information, accommodations and if the travel is for credit. *Failure to submit the required information may result in delays or forfeiture of reimbursement on travel from the university and/or holds that may affect the awarding of academic credit.* Additionally, a failure to register may result in a delay in the ability for WU to give logistical support in the event of an emergency.

GeoBlue Global Health Insurance

Washington University offers a new international healthcare plan through GeoBlue® to benefits-eligible faculty, staff, clinical fellows and postdoctoral research appointees traveling abroad for university business purposes (personal travel excluded). This plan applies to faculty members doing research abroad while on sabbatical. The university's International Travel Oversight Committee worked to ensure that employees, including their traveling spouse and/or unmarried, dependent children, have guaranteed access to the highest quality medical care across the globe. Register online to learn about the extra care you receive when you travel with GeoBlue®.

To register yourself, visit [Geo Blue](#) and click on the **Register** box on the main page. Enter the Washington University Group Access Code **QH99999WUBT** and complete the personal information fields on the **Registration** page. You will be directed to the Washington University Hub where you can download the GeoBlue® mobile app, membership card and member guide, and access member tools and services for navigating risks and finding the best medical care options while abroad. For questions about registration or medical coverage, you may call 1-888-412-6403 inside the U.S. or 1-610-254-5830 outside the U.S.

View the [benefits \(PDF\)](#) and learn how to access your benefits while abroad.

- **Before you leave**

Check the [CDC website](#) to get information on the country you are visiting. Read about any epidemics or outbreak in progress. Read about water and food precautions. The CDC site will also give you information on the general immunizations you need and any additional vaccinations needed for that specific country. Some vaccinations need to be given weeks before departure, so do not wait. Make an appointment with your doctor as soon as you know where you will be going, so any needed vaccines can be given in the appropriate time frame.

- **Health Maintenance Needs Abroad**

- a. Obtain an adequate supply of prescriptions for your time abroad and pack an original copy of the written prescription.
- b. Get any vaccinations or prescription medication recommended or required for your study abroad destination. Include a physicians' report if applicable.
- c. Carry your Health insurance policy card and/or number
- d. Travel with a sufficient medication marked with generic name and dosage
- e. Consider extra prescriptions for medications, eyeglasses, contacts
- f. Consider packing a health kit containing vitamins, aspirin, antacid, band-aids, etc.
- g. Pack extra contact lens cleaning supplies (very expensive abroad)

Helpful Information & Tips

- **Pre-Departure**

- a. **Passport and Visa** –You must have a passport, valid for six months beyond program end date (allow six weeks to obtain or renew). The appropriate visa must be issued beforehand for many programs. Check with the consulate for specific information. Scan and email a copy of your passport to Ellen Bailey (ebailey@wustl.edu) or Courtney Cushard for Florence Programs.
- b. **Copies of Travel Documents** – Make copies and scans of credit cards, travelers' check receipts, passport, visa, itineraries, medical documents, insurance plan and other documents. Email the scans to yourself. Leave a copy of the documents at home with family members and keep the other with you in a safe place, separate from the originals.

- **Personal Property Insurance** : It is recommended that students obtain property insurance through their parents' or their own homeowners or renters insurance. Look for specific policies that cover your valuables while traveling. WUSTL does not have insurance coverage for students' belongings.

- **Email and Telephone** : Investigate email and telephone options. It is recommended that you obtain an international cell phone or international service plan. You may be able to get a SIM card for your existing phone as well.

➤ To access your Washington University e-mail remotely:

1. Visit <https://email.wustl.edu/>
2. Log in with your WUSTL key.

- **Miscellaneous** : Save all important phone numbers, addresses, and email addresses (including your academic advisor) in two locations available to you abroad.

Money

Never limit your funds to one option. It is absolutely essential to have a backup resource readily available. If you rely on a bankcard alone and it is stolen, you will have no means to access your money. It may be a good idea to have a second bankcard issued which you can leave at home in case of emergency. Nevertheless, mailing new cards or wiring money takes time so it is important to have more than one way of getting cash.

Please notify your bank(s) before you leave and let them know where you will be and for how long. If you are traveling additionally please communicate that information to them as well. Often banks will freeze accounts if activity arises in new places. You want to avoid this happening.

Change some money before you go so you have enough cash to take a cab, buy a few meals, etc. Most big banks have foreign currency. It is often wise to call ahead.

Travel Advance

All faculty and staff should refer to their appointment letter for specific details on what expenses are covered and not covered during international travel, and how reimbursements will be issued and handled.

There are many 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. (save all original receipts)
- You may use your Wash U issued Procurement Card (save all original receipts)
- You may request a travel advance from John Foughty or Bobbe Winters (foughty@wustl.edu, bobbe@wustl.edu) before you leave. (save all original receipts)

For all trips, you must complete a Travel Expense Report within 2 weeks of your return.

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.

Expenses

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:

- Any airfare besides standard commercial coach.
- 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.
- Hotel dry cleaning.

Travel Report

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 John Foughty in Bixby Suite 1.

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

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).

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.

While you are Abroad

Become familiar with and check routinely the US State Department website (www.state.gov). The website contains country information and travel advisories/warnings. Those who register their travel with MyTrips will receive additional security updates related to the abroad location.

The presence of State Department travel advisories does not automatically preclude study abroad in that country or region, but advisories do prompt us to ensure that you are informed about the potential risks associated with your choices. Likewise, the absence of a travel advisory does not imply that travel to the area is not without risk. Also follow the guidance issued by the Centers of Disease Control and Prevention (www.cdc.gov) regarding health concerns. In addition, all faculty, staff and students are covered by a non-insurance emergency assistance plan provided by [International SOS](#).

Tips on Staying Safe While Abroad

- Find out emergency numbers and actions to take
- Check travel warnings for your country of destination
- Learn local customs (dress, behavior, attitudes toward gender, friendship, dating, sex, etc.)
- What are the most common crimes?
- What are unsafe areas?
- Do not walk alone at night
- Do not look obviously lost even if you are
- Walk with a purpose
- Dress modestly
- Do not purchase or use recreational drugs
- Limit alcohol intake
- Be aware that you stand out as a foreigner

- Check with state department website to find out the most common crimes affecting tourists in your study abroad destination

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 (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 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.
- In addition, all faculty, staff and students are covered by a non-insurance emergency assistance plan provided by [International SOS](#).

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. In addition, all faculty, staff and students are covered by a non-insurance emergency assistance plan provided by [International SOS](#).

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.

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