TRAINING SUPPLEMENT:
Cal Poly Global Programs
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Cal Poly Global Programs

- Welcome
- Online Faculty Resources
- Budget & Allowable Expenses
- Main Contacts & Weekly Email Updates
- Upon Return: Accounting & Post-Program Report
Cal Poly Global Programs: Welcome

- This training module is a supplement to the general FACULTY LEADER TRAINING.
- It includes additional information pertinent to Faculty Leaders on Cal Poly Global Programs.
Cal Poly Global Programs: Online Faculty Resources

- Abroad.calpoly.edu > FACULTY > Faculty Resources
Cal Poly Global Programs: Online Faculty Resources

- Abroad.calpoly.edu
- Bookmark this page!
- Helpful to bring printed copies for reference.
Cal Poly Global Programs:
Online Faculty Resources

- Travel Companion Form

SECTION I: Travel Companion Planning

☐ Check here if you will be accompanied by anyone else, and then proceed to Section II.

Attached List of Companions:

For each attached companion, please provide the following information:

- Full Name
- Relationship to you

SECTION II: Agreement and Signature

By signing below, I acknowledge that:

- I am familiar with the contents of this document and agree to the terms of this Agreement.
- I have read, understood, and agree to abide by the policies outlined in this document, including those that pertain to my responsibilities for the safety and security of my travel companion.
- I further understand that any violations of these policies may result in the termination of this Agreement and the loss of all related benefits.

I, ___________________________ (Dependent's name), hereby sign this Agreement as the travel companion for ___________________________ (Dependent's name). I understand and agree to the terms of this Agreement and to abide by all related policies. By signing below, I attest to the accuracy of the information provided and to my willingness to assume responsibility for the safety and security of the dependent named above.

Date: ____________________

Printed Name: ____________________

Signature: ____________________

Date: ____________________
Cal Poly Global Programs:
Online Faculty Resources

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Appendix B: Crisis Response Team Contact List

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<th>Name</th>
<th>Title</th>
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<th>Email Contact</th>
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<tbody>
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As noted:

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<tr>
<th>Name</th>
<th>Description</th>
<th>Web Address</th>
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</thead>
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<tr>
<td>U.S. Embassy for Havana Country</td>
<td>Public announcements or travel advisories</td>
<td><a href="http://travel.state.gov">http://travel.state.gov</a></td>
</tr>
<tr>
<td>Center for Disease Control &amp; Prevention</td>
<td>Medical emergency or disease outbreak</td>
<td><a href="http://www.cdc.gov">http://www.cdc.gov</a></td>
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Cal Poly Global Programs: Budget & Allowable Expenses

- The International Center, working with faculty and Service Provider(s), complete program budgets
- Fiscal Services - Travel Accounting
- Compliance with Federal, State and CSU policy
- Faculty must receive preapproval prior to purchasing any program related expense
- Use the expense tracking spreadsheet
- All cash advances are tracked via the Travel Pre-Authorization Form (formally the Travel 1 A form)
  - The International Center will complete a Travel 1 A form, documenting faculty budgeted expenses and cash advances.

Cal Poly
SAN LUIS OBISPO
International Center
Allowable expenses include:

- Per diem (up to amount detailed in budget)
- Housing
- Airline tickets
- Cell phone/minutes
- Local transport
- ATM charges (only for those carrying program funds)
- Program supplies (i.e. photocopies)
Examples of expenses **not** allowed:

- Alcohol
- Gifts
- Faculty personal travel (during weekends/open times)
Cal Poly Global Programs:
Budget & Allowable Expenses

• Faculty are compensated for the following expenses:
  ○ Per diem –
    ✷ Programs lasting 30 days or longer – 30% of the U.S. Department of State foreign per diem
    ✷ Programs lasting 29 days or less – per diem established with the International Center; the federal per diem is an “up to” amount
Cal Poly Global Programs:
Budget & Allowable Expenses

- Faculty are compensated for the following expenses:
  - Housing
    - The International Center, working with a Service Provider helps to secure faculty housing
    - On programs lasting 30 days or longer, faculty are expected to have accommodations with kitchens.
    - On programs lasting 29 days or less, faculty can stay in a hotel. The housing rate is established with the International Center. The federal housing rate is an ‘up to’ amount.
Faculty are compensated for the following expenses:

- Airline tickets
  - Airfare from SLO
  - Giselle Travel (a state contracted vendor)
    - Faculty will be given account numbers for billing
    - Faculty can purchase their own airfare, provided they stay within the budgeted amount
      - Faculty can purchase first, then be reimbursed
      - Faculty can receive a cash advance to purchase tickets
- If faculty prefer to fly from LAX or SFO, a rental car can be used if the amount is within the budgeted allotment
Cal Poly Global Programs: Main Contacts

- Key CPIC contacts include:
  - Nayree Barnett, Study Abroad Advisor, nbarne01@calpoly.edu
  - Sara Otis, Study Abroad Coordinator, sotis@calpoly.edu
  - Cari Moore, CPIC Director, cmoore36@calpoly.edu
  - General Email: globalprograms@calpoly.edu
Cal Poly Global Programs: Weekly Email Updates

- We ask that ONE Faculty Leader in each program send a weekly update by email, on the same day each week to both:
  - Global Programs staff, globalprograms@calpoly.edu
  - Cari Moore, cmoore36@calpoly.edu

- The update should be a brief narrative update (paragraph or bullet point formats are acceptable), and should include:
  - Major events of the week (highlights/lowlights)
  - Any incidents or challenges (and any help needed from the IC)
  - Anything else relevant (e.g., tips for next time, slight changes in plans, etc.)
Cal Poly Global Programs: Upon Return – Accounting

- Within 10 days of the end of the program
  - Reconcile program funds
    - The Faculty Leader will submit to a detailed statement of revenues and expenditures on the template provided, together with receipts.
    - If you will not be on campus within 10 days of the end of the program, you must make arrangements in advance.
Cal Poly Global Programs:
Upon Return – Post-Program Report

- Due within 30 days after the program
  - Submit a Post-Program Report that identifies particularly strong areas and problem areas of the program
    - This report provides an insider’s perspective on the relative success of the program
    - In the report, you will be asked to comment on the following topics:
      - Pre-program planning, recruitment, and marketing
      - Orientations (Pre-Departure and Arrival)
      - Academic program including course design
      - Field experiences and excursions
      - Academic resources, including classroom facilities, library facilities, etc.
      - Language classes (if applicable)
      - Relationship with on-site Service Provider / Host University
      - Housing accommodations (student and faculty)
      - Health and safety incidents and analysis of response
      - Suggestions to improve the program in the future
Questions?

Please contact the International Center

Building 52-E32
globalprograms @calpoly.edu