

Cal Poly International Travel

Reviewed & Approved on November 6, 2018¹

Overview

This document defines Cal Poly International Travel for faculty, staff, students (including Recognized Student Organizations), and designated volunteers. All Cal Poly International Travel must be approved by the University President or designee and be in line with CSU Executive Orders 1080, 1041 and 688. Proposed travel with all required forms, documents and information must first be reviewed by the appropriate supervisor/s (including the faculty advisor for Recognized Student Organizations) before it is ready for consideration by the Cal Poly International Center and by the Provost and/or the President. Cal Poly International Travel may include activities such as attending conferences, participating in tours, conducting research, student internships, organized student activities, service learning, athletic competitions, performances, international activities promoted by faculty/staff, or leading students on non-credit international field trips. This travel is outside of the scope of study abroad.

Definition

International travel is considered “Cal Poly International Travel” if one or more of the following applies:

- The travel is in the course and scope of a person’s employment at Cal Poly;
- It is financed, in full or part, through Cal Poly funding, scholarship(s), or sponsorship(s)—this includes state funds, grants, Cal Poly Corporation, Cal Poly Foundation funds, RSO funds, etc.;
- It is credit-bearing and/or the travel is tied directly to a course or degree requirement, including graduate research at Cal Poly;
- It is sponsored and administered by the university; please note that activities may become Cal Poly International Travel if arranged, endorsed, promoted or administered by faculty, staff or a division, college, or department at Cal Poly. All sponsored or affiliated international programs must go through the International Center and the appropriate channels for approval;²
- The travel is directly related to a Cal Poly-sponsored grant or contract;
- Travel is undertaken by a Recognized Student Organization affiliated with or representing Cal Poly such as, but not limited to, RSO funds and College Affiliate Clubs.

Approval and Registration

All faculty, staff and students traveling on Cal Poly International Travel must register their international travel through the International Center’s website by the posted deadlines and subsequently be enrolled in the CSU-mandated Foreign Travel Insurance Program (FTIP). **Please note that students are required to pay a \$200 fee for international trips in addition to the cost of the FTIP insurance.** Faculty who are receiving grants through Sponsored Programs should contact the International Center for more information about how the fee can be covered through grant funds. When international travel is pre-approved and Recognized, it allows the traveler to abide by [CSU Coded Memo RM 2014-01](#) and allows the university to enroll the traveler in the Foreign Travel Insurance Program (FTIP).

¹ This document has been reviewed and approved by legal counsel, Cal Poly risk management and the International Center.

² Note that there are approval processes in place to confirm programs as Cal Poly-sponsored (such as a study abroad program, exchange program, faculty-led program, etc.). See the Cal Poly International Center website at <https://abroad.calpoly.edu> “Faculty Opportunities” for more details and proposal processes.

Guidelines

Faculty/staff/departments should follow these guidelines for Cal Poly International Travel:

- Consult the Cal Poly International Center prior to recommending an opportunity abroad to a Cal Poly student. The International Center offers around 500 study abroad program options in 75 countries. Additionally, we help facilitate non-study abroad international travel and can provide guidelines to determine what program is the best option based on the student's personal and academic goals and financial situation.
- Faculty or staff should not forward e-mails about international travel/study/volunteer opportunities to students or invite travel/study/volunteer organizations to present in their classrooms or on university property without first consulting with the Cal Poly International Center to confirm that the organization is one that is properly affiliated with Cal Poly. Typically the International Center works with affiliated partners to set up class presentations and information sessions with faculty, departments, offices, clubs, etc.
- Travelers on Cal Poly International Travel must go through the International Travel registration process and adhere to the deadlines posted on the International Center website (<https://abroad.calpoly.edu>).

The following are examples that can help illustrate and clarify the definition of Cal Poly International Travel:

1. Cal Poly's Smile and Nod Improv Team, a Recognized Student Organization, plans to participate in Scotland's Fringe Festival.
 - a. *This is Cal Poly International Travel because Smile and Nod is a Recognized Student Organization and will be using ASI funds for travel.*
2. A faculty member on a mission trip to Ghana not connected to their employment at Cal Poly.
 - a. *This is not Cal Poly International Travel. The faculty member is working outside the scope of their employment and without university funds. This trip should not be promoted using Cal Poly resources and/or infrastructure.*
3. An environmental conservation faculty member is traveling to Costa Rica for research.
 - a. *This is Cal Poly International Travel if the faculty member is conducting research within the scope of their employment and/or utilizing Cal Poly funds.*
4. An Electrical Engineering student planning to complete a field work assignment in Senegal as part of a Cal Poly course.
 - a. *This is Cal Poly International Travel. The field work is necessary to meet a course requirement. The student should have solid support on the ground in Ghana. Ideally the student would participate in an affiliated study abroad program. If this is not possible, the student is to work with a faculty member who will verify the validity of the support network on the ground. The faculty sponsor must submit a detailed letter of support with the student's application for international travel through the International Center's system (<https://abroad.calpoly.edu>).*
5. An undergraduate student participating in an internship in Germany that the student learned about from a poster in the Career Center.
 - a. *This may or may not be Cal Poly International Travel. The student is able to do the internship without being part of an organization associated with Cal Poly, but if the organization is affiliated with Cal Poly and seeking interns as part of that club or sponsored activity, the student must go through the International Center and adhere to the posted deadlines. If a student is to receive academic credit and/or Cal Poly funding (from any source), then the*

student must go through the Cal Poly International Travel registration and approval process. Additionally, the student must adhere to campus processes on internships outlined on the [Academic Programs & Planning website](#).

6. An undergraduate student participating in a spring break program in Costa Rica the student learned about from a flyer posted at a campus bus stop.
 - a. *This may or may not be Cal Poly International Travel. The board at the bus stop is a public, non-university-controlled location, but the program could be sponsored through the International Center, a department at Cal Poly, or a Cal Poly Recognized Student Organization. Students and faculty are to consult with the International Center.*
7. A biology undergraduate student traveling to Peru with a non-profit organization and receiving partial funding from a faculty member's grant.
 - a. *This is Cal Poly International Travel. The faculty member's grant is administered by the university. The student must go through the International Travel registration process and adhere to the deadlines posted on the International Center website.*
8. Two undergraduate students going on a non-credit theatre program in Oxford, England that was recommended and promoted by a faculty or staff member.
 - a. *The university is promoting the program so this action can make the program Cal Poly International Travel. Students would need to complete the International Travel registration process. If the faculty member mentions the opportunity, but that it is NOT Cal Poly-affiliated and that students would apply on their own, and this distinction is clear and in writing, then students may not need to complete the international travel registration process. Check with the International Center.*
9. A faculty member going to Greece for vacation before going to Turkey for research.
 - a. *The travel in Greece is not Cal Poly International Travel. Travel in Turkey is considered Cal Poly International Travel if the research is related to their work at Cal Poly and/or funded using any Cal Poly funding source.*
10. An undergraduate biology student going on a summer research program that the student learned about via email from the biology department.
 - a. *The university is promoting the program so this action can make the program Cal Poly International Travel. Students would need to complete the International Travel registration process. If the faculty member mentions the opportunity, but that it is NOT Cal Poly-affiliated and that students would apply on their own, and this distinction is clear and in writing, then students may not need to complete the travel registration process. Check with the International Center.*
11. An ASI-funded Recognized Student Organization going to Haiti to volunteer.
 - a. *This is Cal Poly International Travel. The group is a Recognized Student Organization representing Cal Poly. The group needs a Cal Poly faculty or staff member to lead the group and complete the Group Travel Proposal.*
12. A non-Recognized Student Organization going to Haiti to volunteer.
 - a. *This is not Cal Poly International Travel. The group is not a Recognized Student Organization.*

13. A faculty in the College of Business is on a consulting trip to advise a company abroad (all expenses and fees paid by the company). The topic of this consultation is aligned with the faculty member's research area.
 - a. *This is typically not Cal Poly International Travel. Faculty consulting can be an "outside activity" that is not considered university-related. However, if university funds might be used and/or if the traveler is going as a Cal Poly representative (even if expenses paid for by the other entity), then it is Cal Poly International Travel.*

14. A student going abroad for a summer field research experience run by another university. The student plans to obtain credits for the research from Cal Poly.
 - a. *This is Cal Poly International Travel, and the student must submit an international travel registration.*

15. A faculty member leading a group of Cal Poly students on a Cal Poly Global Program, a faculty-led study abroad program.
 - a. *This is an officially sponsored Cal Poly Study Abroad program. The travel is credit-bearing and is actively arranged by Cal Poly faculty and the International Center. For-credit programs are reviewed additionally by the International Programs Committee, a campus-wide body that reviews and recommends study abroad programs to the International Center Director. Students pay the fees stipulated for study abroad.*

16. Students who are members of the Cal Poly Cru (Campus Crusades for Christ) Chapter attend a Cru National Conference that is in Germany this year.
 - a. *This may or may not be Cal Poly International Travel. If the students are paying their own way with no use of Cal Poly funds and the trip is not being facilitated by the officers or advisors of the Cal Poly Cru Chapter, it will likely not be Cal Poly International Travel. If the trip uses Cal Poly funds, is promoted by the Chapter, and/or organized by the chapter leadership, then it would be Cal Poly International Travel.*

17. A member of a Greek Organization wants to attend a Leadership Conference that is located in Spain.
 - a. *This may or may not be Cal Poly International Travel. If the student is going alone, paying their own way, and not traveling with a group organized by their Greek Organization then it would likely not be Cal Poly International Travel. If the trip uses Cal Poly funds, is promoted by the Chapter, and/or organized by the chapter leadership, then it would be Cal Poly International Travel.*

18. Collegiate FFA (Future Farmers of America) Members are going with a State FFA Officer to look at agricultural practices in Costa Rica. All the students are Cal Poly students but they are they are also traveling with students from other campuses and high schools from within California. The trip is organized and paid for by the State FFA Organization and no credit is being given.
 - a. *If this is an activity is not supported with Cal Poly funds of any source, does not need a faculty or staff advisor to accompany the group, and advertised as an activity not affiliated with Cal Poly, then it likely will not be Cal Poly International Travel.*

For further information, please contact the Cal Poly International Center at intltrvl@calpoly.edu or visit <https://abroad.calpoly.edu/>.