

International Travel Updates  
August 2017

All international travel conducted as Cal Poly business must be registered through the Cal Poly International Center and approved by the President or Provost. Travel abroad may include activities such as attending conferences, participating in tours, conducting research, student internships, student club activities, or leading students on non-credit international field trips (trips that are outside of official, Cal Poly-sponsored Study Abroad programs).

**New Online Format:**

As of July 1, 2017, all requests for international travel are now completed online through the International Travel section at: <http://abroad.calpoly.edu/>. This new system allows the International Center to retain all international travel information in one secure area. In addition, the updated tools and links provided by the International Center and Risk Management help us to enhance travel safety, support compliance with CSU policies & procedures, adhere to standards of good practice in international programming, and provide for rapid location and communication in the event of an emergency situation. The new system is also more intuitive and should take travelers less time to complete than the current hardcopy format. The International Center has provided workshops to staff in all colleges, the Staff Learning Community, Athletics and several departments. Faculty/staff may request a workshop for their department by contacting Azucena Perez in the International Center at [http://intltrvl@calpoly.edu](mailto:http://intltrvl@calpoly.edu).

**New Deadlines for Group Travel:**

Effective immediately, all non-Study Abroad group travel (faculty/staff-led international trips with two or more students) are required to be completed in full (including department and Dean's office signatures) and **submitted** to the International Center by the following deadlines:

- **November 1, 2017** (Spring Break/Spring Quarter 2018)
- **February 1, 2018** (Summer 2018)
- **May 1, 2018** (Fall 2018)
- **Sept 15, 2018** (Winter Break / Winter Quarter 2019)

*NOTE: The deadlines are for both hazardous and non-high hazardous travel. Exceptions may be made on a case-by-case basis for competition teams, presentations at conferences, and for grant-supported research with accompanying justification. Previous listed deadlines remain for winter break 2017 and winter quarter 2018 group travel packets.*

**Deadlines to complete the application process will remain the same for individuals:**

- 30 days prior to departure date (Individual Faculty/Staff or Student to non-hazard region)
- 60 days prior to departure date (Individual Faculty/Staff or Student to high hazard region)

*NOTE: The International Center rarely approves individual student travel to a high hazard region.*

**New Student Fee effective in 2018:**

Cal Poly recently approved a category IV fee for Cal Poly students who participate in international travel on Cal Poly business that is outside the scope of Study Abroad programs. The fee for students participating in Cal Poly international travel (non-Study Abroad) is \$200 per student. The timing for roll-out of the fee is for programs beginning in 2018. The revenue from this fee will support our efforts in maintaining standards of best practice in the delivery of non-credit international programs and specifically will help cover the cost of staff to assist with program oversight and administration. A portion of the revenue from the proposed fee may be used for scholarships based on financial need guidelines provided by the Financial Aid office.

Students who participate in non-credit Cal Poly international travel will receive advising, support on completing forms, pre-departure orientation, and administrative support from the CPIC staff, including



support while abroad. Student participation in international trips has risen in the last year from 92 participants in 2013-14, to 147 in 2015-16, to 399 in 2015-16 and 394 this past year. The fee will allow for staffing to sustain this volume and will support the expansion of non-credit programming with the needed oversight for these programs.

*\*\*\*Competition teams that advance to the next round will only incur one fee per student per academic year. Students who travel for conference-related activities that are generally held in the United States, but occasionally held in Canada, are exempt from the fee. An international travel packet must still be completed for all international travel, even if the fee is waived.*