

Study Abroad Program Guidelines 2025

The Office of Education Abroad
International Study Programs
The University of Texas Rio Grande Valley

Last updated: APR 2025

Overall Steps

1. Faculty Application & Academic Expectations
2. Recruitment
3. Points of Communication
4. Student Applications - Via TRM
5. Budget Discussions
6. Student Commitment – Via TRM
7. EA Scholarship, Gilman Scholarship & Other Intl Funding
8. Program Rosters
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10. Program Trip
11. Reconcile Accounts

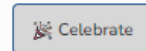
1. Faculty Application

- Every faculty member must submit their own application through Via TRM.
- Change → maximum of 2 faculty per program.
 - Program enrollment must exceed 25 committed students before a 3rd faculty can be considered.
 - Alternate option: graduate assistant.
- Each application must contain:
 - Chair approval
 - Dean/Director approval
 - Tentative itinerary & syllabus
- Emergency contact and passport information may be used for hotel reservations and group travel forms, please provide accurate information.
- EA staff will review complete applications, Dr. Miles will email approval.
- Approved applications will have a program portal built in Via TRM.



Congrats

Your application has been submitted



Program:



Faculty-Led Study Abroad
Program Proposals 2025

[View Program](#)

Academic Expectations

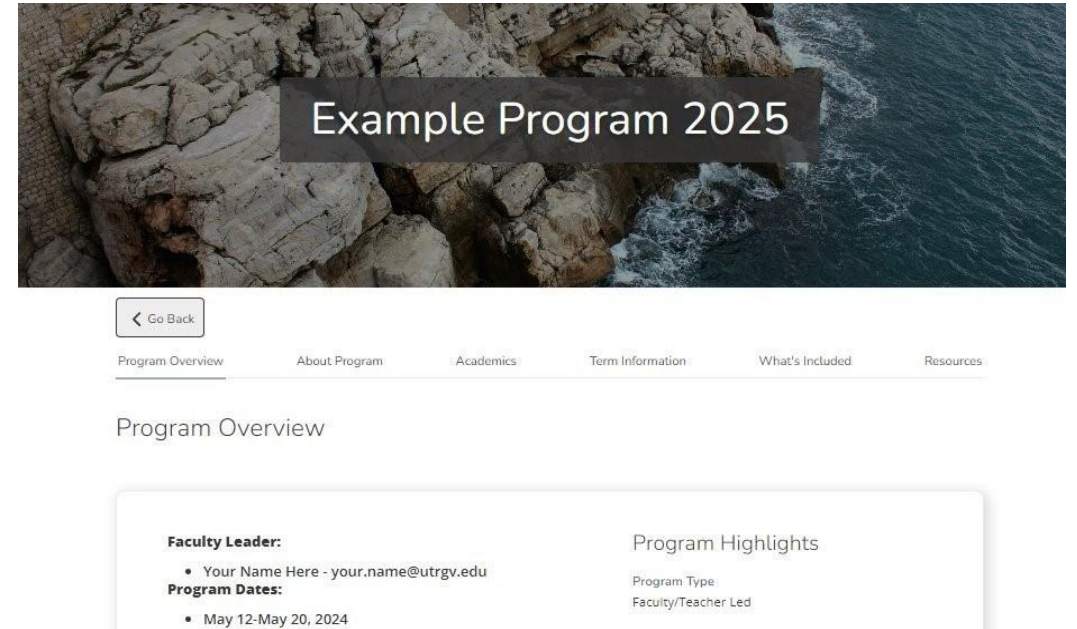
- Minimum contact hours with students a week: 35 hours.
 - Students generally don't like a lot of free time. While evenings and weekends can be free time it is even a good idea to invite students to a few activities on the weekend. These don't have to be mandatory activities. Those who want to explore on their own can do so.
- Activities should be connected to academic course content through classes held before going abroad, presentations while abroad, blackboard lectures, materials, questions that get students to engage with activities etc. Note that classroom space is not necessary while abroad. Blackboard and other spaces such as parks can be utilized. Students can answer questions in a journal while moving around.
- Written assignments based on the time abroad should be due after the program dates to ensure maximum immersion in the learning abroad experience.
- Familiarity with the locations and activity sites is imperative. If you don't have first-hand knowledge, thorough research must be conducted on the locations, sites, how to get there etc.
- Course content and activities should aim to expose students to the most compelling social, legal, economic, political, and technological (SLEPT) dimensions of the location.

Courses Offerings

- Please consider offering multiple courses to maximize the number of interested students that can participate in your programs. While funding is one obstacle to studying abroad for our students, another obstacle is students' inability to find courses that fit their degree plans. Due to UTRGV's "Stay on Track," students receive financial aid only for courses on their degree plans.
- For example, you could offer 4 courses: 2 core classes, one upper division, and one graduate class.
 - They can all be based on the same topic while readings and assignments vary in length and rigor depending on the level.
 - Please note that for SA courses it doesn't matter how many students are enrolled in each course, so one course could have 1 student, another, 2 students and so on.
 - No individual courses will be cancelled due to low enrollment. Overall enrollment in the program is the top priority.

Program Portals for Approved Applications

- EA staff will build each program in Via TRM
 - Faculty are responsible for reviewing their program portals for accuracy and notifying EA of any requested updates, such as change of program dates or courses offered.
 - Faculty may provide additional documents to be published on program portals such as updated itineraries, flyers, etc.
- Resources tab
 - Option for faculty to publish copies of their syllabus/syllabi and itinerary.
 - Faculty must email a PDF or Word document to EA staff if the documents submitted on their application are outdated.



2. Recruitment

- EA Events – Edinburg and Brownsville campuses
 - Summer – EA staff present at orientation meetings for new students.
 - Study Abroad Fairs in Fall & Spring
 - Faculty invited
- EA staff will make flyers for each program unless the faculty leader would prefer to provide their own flyer design for marketing.
- Programs are more successful when faculty take charge with their advertising
 - Prepare engaging materials at tabletop events.
 - Gather student emails at tabletop events.
 - Advertise within departments and classrooms.
 - Outreach to students from other departments – Dr. Miles can provide email lists.
- Social Media
 - Connect with us on Facebook and Instagram (@UTRGVeducationabroad).
 - EA will post about updates, programs, and deadlines.
 - Submit requests to department social media for additional coverage.

3. Student Communications

- Students may email education.abroad@utrgv.edu with questions about:
 - Study abroad application process
 - EA scholarship & Gilman scholarship questions
 - Requests to verify UTRGV enrollment for third-party study abroad programs and study abroad scholarships.
- **Do not** direct student traffic to the individual email address of an EA staff member
 - EA staff will direct questions and requests from students out of the education.abroad@utrgv.edu inbox to the appropriate staff member.
- Faculty will be responsible for advising students about program information such as academics, accommodations, itinerary, travel dates, travel tips specific to the program location, and relevant program logistics.

Student Resources outside of EA Office

- Writing Center
 - <https://www.utrgv.edu/writingcenter/index.htm>
 - WC@utrgv.edu
- Academic Advising
 - <https://www.utrgv.edu/advising/>
 - AcademicAdvising@utrgv.edu
- Technical difficulties – IT Dept
 - <https://www.utrgv.edu/it/>
 - itservicedesk@utrgv.edu
- Financial aid
 - <https://www.utrgv.edu/ucentral/paying-for-college/financial-aid/index.htm>
 - Ucentral@utrgv.edu
- Scholarship questions
(not EA or Gilman)
 - <https://www.utrgv.edu/scholarships/>
 - Scholarships@utrgv.edu

4. Student Applications

- Students must submit a complete application through the program portal in Via TRM.
- Passport – students must either have a valid passport that does not expire before the program end date, or they must submit a proof of passport application.
 - IIE Passport Project Grant – allows EA to nominate 25 eligible students and give each of them \$165 to apply towards their U.S. passport application process.
 - Copy of passports will be requested through Via TRM before program travel. These will only be used in case of emergency in collaboration with On Call travel insurance.
- Course Prerequisites – please provide prerequisite information to EA staff to be incorporated into program advertising.
 - Faculty will be responsible for screening students for prerequisites.
- College of Business Programs – student applications require additional approval from Business Advising.
 - Students may email business.advising@utrgv.edu for questions about their specific qualifications for course enrollment.

Student Applications Continued

- EA Staff will manage student applications in Via TRM.
- Submitted applications will be reviewed for:
 - Passport status
 - Students must either have a current and valid passport, or they must be in the process of applying for a new passport at the time of application.
 - GPA
 - Applicants with a GPA below 2.0 will be flagged for review by faculty leaders.
 - Credit hours earned
 - Applicants must complete a minimum of 12 credit hours before program travel.
 - Transfer credits from other institutions will be considered.
 - Unofficial transcript for review.
- EA Staff will publish application reports to a shared folder on Teams, and faculty leaders will be granted access to the shared folder.
 - The reports will include student names, emails, IDs, student classification, primary major, and other relevant details for faculty leaders.
 - Faculty will be able to reach out to potential and approved travelers via email.
 - Most faculty create group chats (Whatsapp, Discord, etc.) for student communication purposes after they have connected through email.


Program Alternates

[< Back to Application](#)

Your application is almost complete! Now choose Alternates

This program is competitive with limited capacity. Please choose alternate programs in order of preference.

Preferred Program



Art to Act: A Cross Disciplinary Moment in Florence
May Minimester 2025: May 2025 - Jun 2025

Alternate Programs

☐ I do not want to choose alternate programs because I only want to go on my preferred program.

1. Program Name *	Term Name *	
Teaching Mathematics in Spain	Summer I 2025: Jun 2025 - Jul 2025	X
2. Program Name *	Term Name *	
Writing in Paris: A Movable Feast	Summer I 2025: Jun 2025 - Jun 2025	X

- Students will be asked to provide up to two program alternates per term.
 - Students are allowed to participate in more than one study abroad program, provided that the dates do not overlap, and the student is financially capable of participating in more than one program.
- If a program does not make enrollment requirements, students will be given the option to withdraw or transfer their application to the next available alternate program.

5. Budget Discussions

- EA staff will meet with faculty members to establish an appropriate program fee.
- The Office of Education Abroad has final say on published program fees as EA assumes financial liability for any approved program.
 - Faculty may provide departmental/grant cost centers to supplement some expenses or pay out of pocket for their program travel if they would like to reduce program fees.
 - Faculty may need to consider reducing the number of travel days or cutting activities for cost effectiveness.
- Faculty are responsible for researching vendors and obtaining reasonable group quotes or cost/person for:
 - Lodging - study abroad programs are given special permission to use Airbnb and reputable hostels.
 - Activities – museum entrance fees, group meals, etc.
 - Transportation – bus/shuttle/subway cards/uber.
 - Facilities such as classroom space (if necessary).
- Submitted number of student applications will be used to estimate necessary reservations.
 - Assume that some approved applicants will withdraw before committing.
- All program costs must be charged an additional 15% contingency to accommodate unexpected and emergency costs.
 - Change → contingency caps at \$500/student.

Program Cost Expenses

Faculty expenses that are charged to students as part of the program costs

- Per Diem – for meals only
- Faculty Incidentals
 - Luggage – 1st checked bag fee
 - Parking at airports or public parking
 - Only for the time during which official business is conducted.
 - Internet fees for official use only.
- Faculty Airfare
- Faculty lodging during program dates
- Faculty Transportation
 - To/from domestic airport - bus, ride share, taxi
 - Local transportation at study abroad location
 - Tips or gratuities for taxis and ride share companies may be reimbursed up to 18%.
- Faculty participation in group activities

Third-party program vendors may roll some of the above costs into their quotes

Expenses that are NOT included in program costs

- Tuition & Mandatory Fees
 - Tuition may vary if the student is undergrad/graduate, resident/non-resident, etc.
 - Study abroad programs are not exempt from mandatory fees, such as student union, rec center, etc.
- Student Airfare
 - Students must book their own flights.
- Application Fee - \$125
 - This will appear as a separate line item on the student bill.
 - Student will be charged \$125 for EVERY program that they commit to.
 - This fee is non-refundable.
- Some meals
 - Most programs do not include all meals.
- Personal travel
 - Including travel insurance coverage outside of program dates

Faculty Salaries

- Faculty salaries are paid out of a separate International Study Programs cost center.
 - Salaries are not covered by student program fees.
 - Faculty are paid 1/12 yearly salary.
 - FTE = 0.25
 - Programs with more than one faculty leader and low enrollment numbers may be paid a reduced salary.
 - FTE will be recalculated.
 - Change: Faculty salaries will be capped at \$8,000/program.
 - FTE will be recalculated.
- HR Portal Forms for CJD's will be processed through departmental workflows.

Approved Vendors

Contract Payment Vendor	Contact Person	Email Address
Institute For The International Education Of Students (IES Abroad)	Rachel Ulrich	rulrich@iesabroad.org
CAPA International Education LP	Paul Hopkinson	phopkinson@capa.org
Study Abroad Association, LLC	PJ Shoulders	pj@studyabroadassociation.com
EF Institute For Cultural Exchange, Inc.	Mason Chavez	mason.chavez@ef.edu
Swiss Education Academy - Switzerland	Alain Belizaire	abelizaire@swisspremium.com
Austral Education Group LLC	Juan Pablo Redon / Alexander Tapp	juan.redon@theaustralgroup.com / atapp@theaustralgroup.com

PO Payment Vendor	Contact Person	Email Address
Lost City Treks - Peru	Jim Sykes	lostcitytreks@gmail.com
LETS FLY LLC	J Cuervo	travel@letsfly.us.com
Svelata Foundation	Anita Evi / Mia Tavonatti	anitaev016@gmail.com / miatav@yahoo.com

Adding new vendors

- For contract vendors
 - Need to provide 3 quotes from established vendors
 - Provide adequate justification that this vendor should be added.
 - Faculty must fill out an [Exclusive Acquisition Justification Form](#) for the vendor they would like to add.
 - EA Staff will fill out the Departmental Information and the Requisition #
 - [utrgv-exclusive-aquisition-justification-form.pdf](#)
 - Requires additional time (months) to process a master agreement between UTRGV and new vendor.
- For PO Payment vendors
 - Faculty must confirm with vendor that they will accept the UTRGV PO Terms and Conditions, found online at:
https://www.utrgv.edu/procurement/_files/documents/purchasing/termsandconditions/poterm/utrgv-po-terms-and-conditions-11.9.2023.pdf
 - Faculty must provide written confirmation or an email showing that the vendor accepts the PO Terms & Conditions.

UTRGV One Card Program

- Faculty are encouraged to enroll in the [One Card program](#) for program purchases while on travel to avoid out-of-pocket program charges:
 - Bus and train tickets that are not easy to purchase ahead of program travel.
 - Group meals as part of program activities discussed in the budget before travel.
 - Emergency hotel stays.
- During the credit card application, faculty will need to use departmental cost centers and appoint departmental staff to key member roles (cost center manager/expense delegates).
 - Link to: [New Applications](#)
 - Faculty are not authorized to use the EA cost center as the primary cost center since they are not employed by International Study Programs.
 - Faculty should not put EA staff as their primary key members - EA staff will be added as expense and travel delegates after the credit card is approved.
 - **Faculty should refer to their college admin team for the cost center and key members application questions.**
- EA staff will assist with requesting credit limit increases for study abroad purchases only.
 - Faculty are responsible for submitting credit limit increases necessary for departmental purchases not related to study abroad.
- Faculty must follow the UTRGV guidelines for receipts and allowable expenses.
- Contact procard@utrgv.edu with questions about university card policies.

Restricted VS Not Allowed Purchases

Restricted

- ▶ Expenses may be purchased with prior approval.
- ▶ Expenses must be compliant with cost center/project restrictions.

Examples:

- Prizes (non monetary).
- Software.
- Radioactive/hazardous materials.
- Prescription drugs/controlled substances.
- Flowers, floral arrangements, and plants.
- Food, refreshments, entertainment (not allowed on state funds).
- Entertainment donations fines.
- Single purchases over \$2,500

Not Allowed

- ▶ Expenses cannot be purchased under any circumstances. Examples:

- Alcoholic beverages or purchases at bars, taverns, nightclubs, gambling/casino establishments.
- Animals.
- Capital equipment or controlled assets (including computers, tablets, TVs, etc.)
- Cash advances, gift cards, traveler checks, insurance, other monetary awards, etc.
- Consulting or professional services.
- Expenses for other individuals.
- Fuel for personal vehicles.
- Personal expenses (movie rentals, dry cleaning, clothing, toiletries, etc.)
- Travel meals.

Study Abroad can purchase group travel meals for **students**

✦ **Note:** All transactions placed on a University issued credit card must abide by the [Chart of Accounts](#). Purchases for flowers, floral arrangements, plants, food and entertainment must comply with the [Entertainment and Official Functions Policy \(ADM - 10-408\)](#).

Lodging must be approved by Travel Office

- Faculty may use third-party travel websites such as booking.com and hostelworld.com to search for quotes, but don't process group reservations through these websites.
- Foreign travel is given special permission for Airbnb/Home Stay Lodgings if extended stay hotels are not available.
- Best practice: email the hotel or vendor directly for a group reservation, and specifically confirm that an online credit card payment will be an option.
 - Most hotels will not register with UTRGV as a vendor for invoice payment.
 - Group reservation teams for hotels will provide a quote with terms before requesting a deposit or partial payment, and they will hold the quote for a few days while Travel reviews.
 - Better for making changes to the reservation if there is a significant increase/decrease in enrollment.
 - Better for including breakfast and tourist taxes into one lump sum than paying separately on location.

Per Diem Changes from 2024

- Per diem will no longer be a fixed \$50/day/faculty.
 - Opportunities for higher rates with higher levels of recruitment
 - The more students there are to split the costs, the higher the payout.
- Per diem will be calculated using GSA rates, removing included meals:
 - Continental breakfast at hotels.
 - Group activities that include meals as part of the activity.
 - Ex: volcano tour with lunch provided
 - Ex: cheese-making workshop with dinner included
- Group meals that are only food will be expensed for the students. Faculty must use their per diem for their participation in group meals.
 - Bring cash in case the restaurant will not split the bill for faculty and students.

Faculty Flights

- Program budgets will be calculated based on an initial airfare quote + 20% buffer.
- Faculty flights will be purchased after enrollment requirements are achieved.
 - EA staff will provide faculty with instructions after Dr. Miles has approved the flight purchase.
- Flights are typically purchased through iTravel or by calling CTP.
- The Travel Office has established cost comparison requirements for approval:
 - Airfare quotes must be pulled directly from the airline website, such as United.com or AA.com.
 - The Travel Office will not authorize purchases through a third-party website, such as Expedia.
 - The pricing tier used for comparison must offer a flight credit or refund option.
 - Use details from iTravel provided flights to compare service level.
- No flight purchases on Fridays - system requires supervisor and IOC approval within 24 hours for itinerary to be confirmed and paid.

Faculty Flights Continued

- Faculty may choose to fly earlier or later than program travel dates.
 - Airfare costs including personal travel dates will be compared to ticket prices for program-only travel dates.
 - If airfare for personal travel included is more expensive, faculty will be responsible for paying the difference in ticket prices.
 - Cost comparison must be completed on the date of transaction due to daily price fluctuations.
- Faculty must pay for travel companions (e.g., spouses, partners) independently.
 - Faculty are NOT encouraged to purchase companion flights until AFTER their faculty flights are purchased, or the Travel Office has approved their reimbursement request.
 - Companions will not be covered by On Call travel insurance.
- As of 2025, CTP no longer allows split purchases on international flights
 - Option 1: submit a reimbursement request with the Travel Office (travel@utrgv.edu) to purchase airfare out of pocket. Reimbursement will be processed after program end date.
 - Option 2: reduce cash advance per diem to cover the difference, and EA staff will help you charge the flight to our cost center.

6. Student Commitment Forms

New approach for 2025

- No longer called “Acknowledgement Forms”. Change to “Financial Commitment and Student Responsibilities Forms” for clarity.
 - Faculty should be familiar with the [International Study Programs refund policy](#).
 - Students who wish to withdraw after committing to a program may still be charged program fees, according to the refund policy.
 - Failure to obtain a scholarship does not qualify for program fee refunds beyond what is outlined in the refund policy.
- The Commitment Forms will also include an upload for the Dean of Students (DOS) Travel Form.
 - Students only need to provide the dates necessary for program travel on their forms, including travel days before program start date.
 - Example: a student traveling to Germany for a July 7th program start date can include July 6th travel on their form due to duration of travel.
 - Students don’t need their flights purchased before they fill out the DOS form.
 - If a student withdraws, EA staff can disregard their DOS form.
 - Including this step in the Commitment Form reduces follow up during pre-departure period.

Student Commitment - Continued

- Approved students are not considered committed to the study abroad program until they have submitted a Commitment Form.
 - Students will also not be charged any program or application fees until they have submitted a Commitment Form.
- EA Staff and Faculty leaders must complete a program budget and publish a program fee on the Via TRM program portal before the Commitment Forms are assigned to student application.
 - Change: The Commitment Forms will not be accessible on student application portals until AFTER the program costs are published on the program portal.
 - Goal: publish program fee on Via TRM at least 100 days before program start date.
 - Program costs will be published as an upper limit so that students may budget accordingly.
 - EA does not assume responsibility for any program quotes that faculty provide to students before a program fee is published nor any program fee that does not reflect the program cost published on Via TRM.
 - Faculty are responsible for understanding what is included in their program fee and the amount charged to each student.

Course Registration

#	SUB	NUM	SEC	CRN	COURSE TITLE
+	FREN	2382	1SA	66270	Intro to French Literature
+	FREN	4339	1SA	66271	Special Topics in French

- Faculty will work with their department admins to register courses.
- Faculty should update EA staff with new or removed course options.
- Courses should have the study abroad (SA) signifier as part of the course number.
 - Ex: ITAL 1311-SA Beginning Italian I
 - SA is a signifier for Study Abroad that requires an override for student enrollment.
 - Also signals to Scholarships Office that students are enrolled in a course tied to a study abroad program for award disbursement.
- Students should not be granted access to register until they commit to the program through Via TRM.
- EA staff will publish reports with student application status and reports with commitment form status regularly in the Teams Information for Faculty Channel.

7. EA Scholarship

- Change: Instead of one large application deadline, there will be rolling reviews and award notices.
 - Approximately one batch/month, starting in November.
 - Awards will be disbursed until the scholarship fund is depleted.
- Students must submit their application AND their faculty recommendation must be complete before the application will be reviewed for reward.
 - Faculty leaders may provide recommendations for travelers in their program, at their discretion.
- Students will be awarded up to \$1000.
- Faculty may volunteer to help review scholarship essays to improve processing times.
 - Faculty who assist with grading scholarship essays may specify a limit to the number of essays they will volunteer to review.

Benjamin A. Gilman International Scholarship

- The Gilman Scholarship is a federally-funded program that provides resources to educational institutions for undergraduate applications.
- 2 [deadlines](#) for 2025 program travel
 - October 10, 2024
 - March 6, 2025
- Acceptance rates are going down, based on increased volume of applications.
 - Post COVID travel rates increasing,
 - Increased awareness of scholarship fund across U.S. educational institutions.
- EA staff organize online writing workshops with the UTRGV Writing Center and Scholarship Office Hours for general questions.
- Education Abroad does not oversee this scholarship.
- [Eligibility requirements](#) provided by Gilman are non-negotiable.
- EA staff certify Gilman applications for UTRGV students as study abroad advisors:
 - Confirm active enrollment and good academic standing through Assist.
 - Review program information and estimated program cost provided by student.
 - Verify Department of State travel advisory level.
- Financial Aid staff will verify Pell Grant status on applications as financial aid advisors.

Other International Funding

- UTRGV Office of Engaged Scholarship and Learning
 - Up to \$2000 for individual students
 - Faculty will need to mentor the students on a project related to study abroad that is not part of the course(s) they are teaching.
 - <https://www.utrgv.edu/engaged/esaa/index.htm>
- More U.S. Dept of State Programs and Other Fellowship Opportunities on the Gilman Scholarship Website
 - <https://www.gilmanscholarship.org/resources/other-scholarships/#1562601105933-2767660b-9dff>
- UTRGV Scholarships Office
 - <https://www.utrgv.edu/scholarships/>

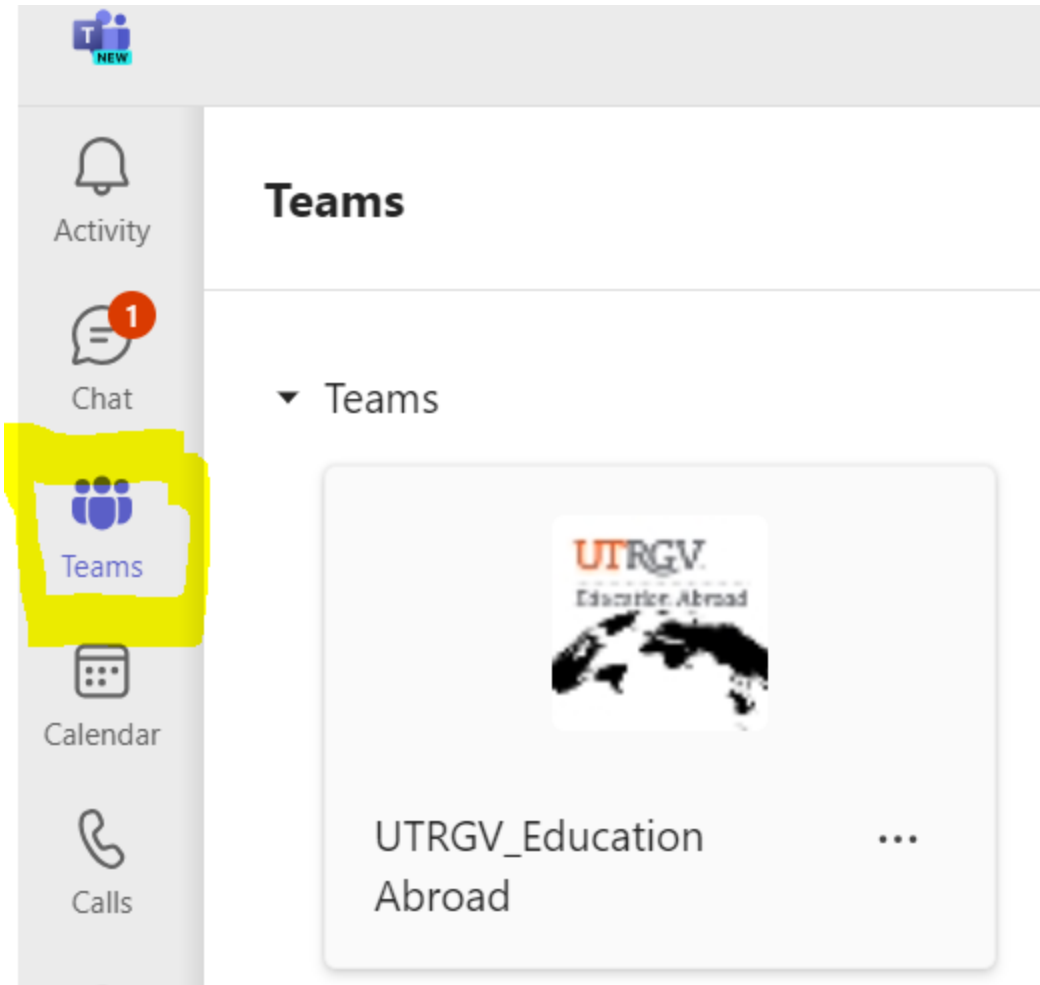
Student Room Arrangements

- The number of students/room depends on the housing arrangements and student enrollment.
- UTRGV Dean of Students requires that male and female students are placed in separate rooms.
 - Students are given the opportunity to request accommodation on their study abroad applications if they do not feel comfortable being assigned housing based on sex assigned at birth.
- Faculty leaders should work with their confirmed travelers to determine if there are any roommate preferences.
- If a room arrangement list is required by the hotel, faculty will be expected to communicate this information to hotel staff directly and be aware of all relevant check-in information for their program.

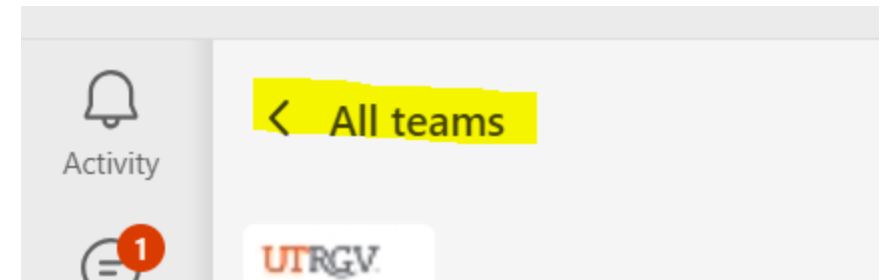
8. Program Rosters

- EA Staff will manage student applications in Via TRM.
- Faculty leaders will be granted access to an Information for Faculty channel on Teams.
 - Screenshots for guidance to the folder are on the next slide.
 - Faculty who have been granted access can use the SharePoint link here: [UTRGV_Education Abroad | Information for Faculty | Microsoft Teams](#)
 - From this channel, faculty will be able to access and download application reports.
 - EA Staff will upload reports containing information on **all** UTRGV short-term programs.
 - Faculty are expected to filter the results for their own program provided in the Excel file. EA staff will not be responsible for providing individual program reports to faculty on a regular basis.
 - Faculty may request access to the folder be granted to a college administrator.
- Students should not be granted access to register for the study abroad program course until they have both completed the application process in Via TRM **and** they have submitted a Commitment Form through their Via TRM profile.
 - EA Staff will also publish student lists with commitment status in the shared folder.
 - Students are allowed to participate in study abroad programs without registering for a course. Please do not only depend on your course registration lists.
 - Reach out to EA staff if there are any discrepancies between your student roster and the Via TRM application report.

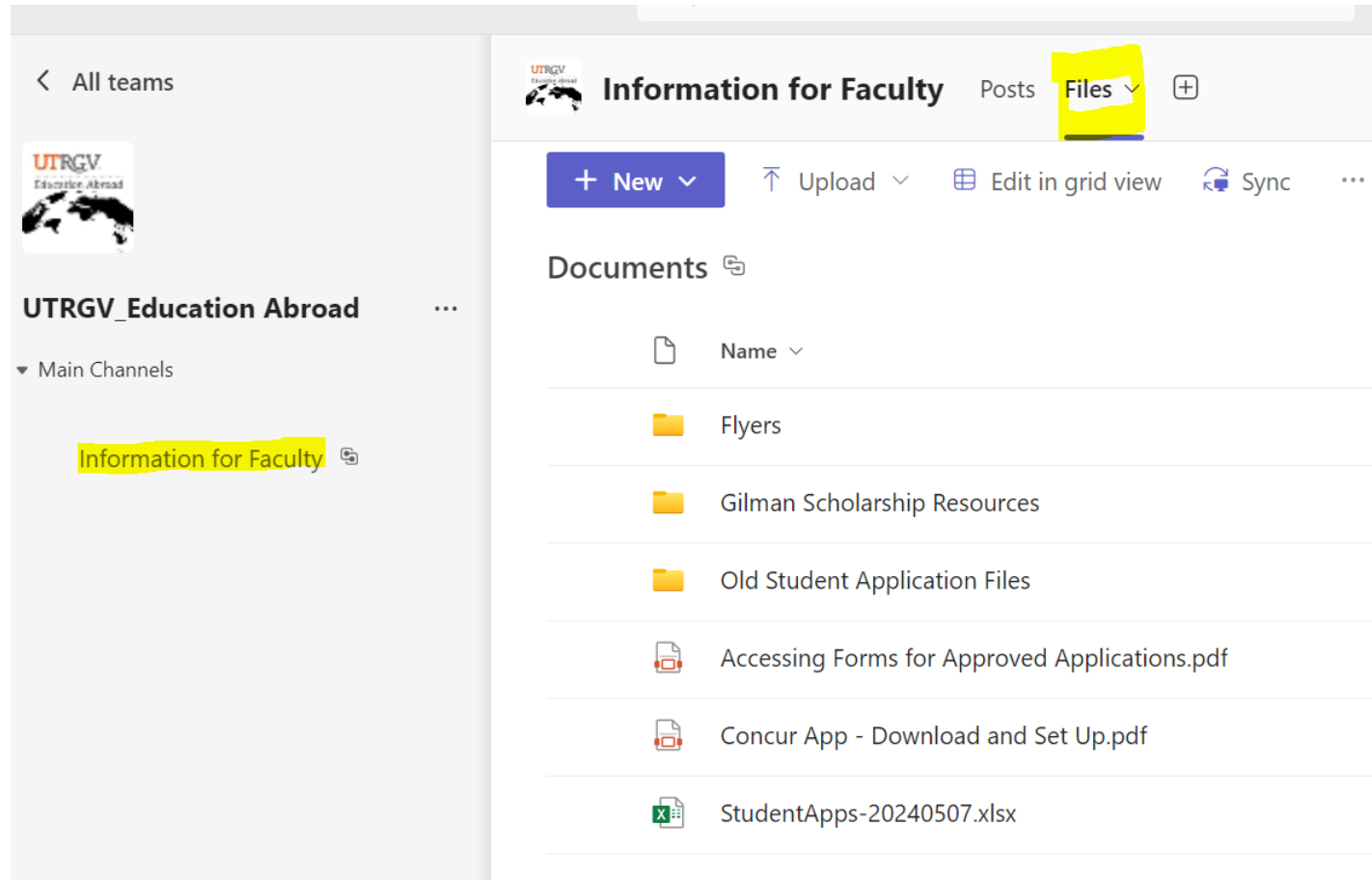
Accessing the "Information for Faculty" Teams Channel



- Look for the Teams section on the left navigation bar of the Teams window.
- You may have to back out to "All Teams" before you can see UTRGV_Education Abroad:



Files and Resources for Faculty



- After accessing UTRGV_Education Abroad, select "Files" at the top of the window.
- Student application reports and commitment status reports will be available under Files.
 - The date of download will be noted in the file name by YYYYMMDD format.
- Other resources will be available for frequently asked questions.

9. Pre-Departure Paperwork for Faculty

- EA staff will prepare cash advance paperwork for travel through DocuSign for Travel Office approval.
 - The cash advance will then be submitted through iTravel+ to be processed and paid out by Accounts Payable.
 - If faculty have direct deposit for their regular paychecks, then the cash advance will be paid through direct deposit.
 - No receipts required for meals purchased using the cash advance.
 - If a faculty member accepts a cash advance payment for an amount lower than the GSA per diem rate, they forfeit any additional per diem reimbursement after travel, even from a different cost center.
- Change of Job Data (CJDs)
 - HR Portal form to pay faculty salaries for study abroad.
 - EA staff will work with department admins to process salary payments.

Dean of Students Travel Forms

- Faculty leaders will fill out an [Authorization for Student International Travel](#) form as the Travel Coordinator.
- All faculty leaders must be prepared for the responsibilities as Travel Coordinator:
 - A Travel Coordinator is a UTRGV full time Staff/ Faculty that will either be present or overseeing the trip in case of emergency. During the duration of the trip, this individual is designated by UTRGV as a Campus Security Authority (CSA). **CSAs have the responsibility for the timely reporting of any Clery reportable crime(s) that may occur during the trip to the UTRGV Police Department in accordance with the Jeanne Clery Act.**
 - Reportable crimes on next slide.
- EA Staff will collect the [Release and Indemnification Agreement - International Travel](#) forms from students as part of program commitment in Via TRM.
- EA Staff will compile the faculty and student travel forms for International Oversight Committee (IOC) approval.
- EA Staff will register students and faculty with On Call travel insurance before sending the documents to the Dean of Students for approval.
 - Due at least 10 business days prior to program travel.
 - Incomplete packets will not be accepted.

Faculty responsibilities as CSAs: reportable crimes

- Criminal Offenses:
 - Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
 - Sexual assault: rape, fondling, incest, statutory rape
 - Robbery
 - Aggravated assault
 - Burglary
 - Motor vehicle theft
 - Arson
- Arrests and Referrals for Disciplinary Action:
 - Weapons law violations
 - Drug abuse violations
 - Liquor law violations
- Hate Crimes, including previously mentioned offenses, and any incidents of:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
- Violence Against Women Act Offenses:
 - Domestic violence
 - Dating violence
 - Stalking

If any of these crimes involve UTRGV students, UTRGV PD must be notified immediately by phone or email: [UTRGV PD Contact Information](#)

Pre-Departure Meetings

- Faculty leaders will determine the appropriate number of meetings for their group before travel.
 - Faculty who meet regularly with students keep travelers engaged in the program.
 - Lower withdrawal rates when students feel like they are given clear communication and expectations about the program, especially from their faculty leaders.
- EA Staff will organize an online meeting to cover international travel basics at the beginning of each term of travel.
 - On Call travel insurance contact information.
 - Plan ID cards.
 - Safe practices while abroad.
 - One meeting for all programs in each term.

10. Program Travel

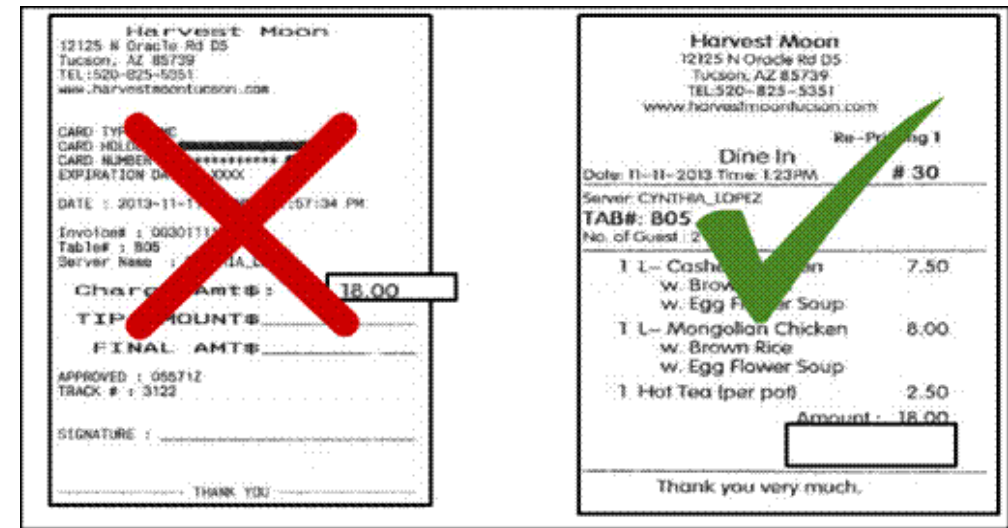
- Faculty are responsible for maintaining records of all necessary receipts while on travel.
 - Itemized receipts with transaction date and last 4 of credit card number
 - Additional documentation may be needed if receipt does not show last 4 of the card number
- Personal expenses that are not eligible for reimbursement or expensing:
 - Medicine – unless it's for a student and explicit permission from Dr. Miles and the Travel Office has been secured before purchase.
 - Water bottles – part of per diem cash advance.
 - Laundry or cleaning expenses.
 - Alcoholic beverages.
- Gratuities will be limited to 18% of the pre-tax meal or 18% of taxi/ride share service base fare.
- Any purchases made outside of the program budget without proper advisement or authorization from Dr. Miles will not be covered by EA cost centers.
- Maintain On Call travel insurance contact information.

Flight Delays and Emergency Purchases

- Any deviation from program budget/itinerary must be approved by Dr. Miles before purchase.
- Program activities that have not already been purchased might be switched out for a different program activity, provided that the costs remain within budget.
- Contingency funds from student fees may be applied (with approval) towards:
 - Emergency hotel stays that are not covered by the airline delay/cancellation policy.
 - Taxi or ride share service.
 - Student withdrawal costs under extreme or extenuating circumstances
 - Students seeking program fee refunds must submit a program fee appeal form on Via TRM.

11. Reconcile Accounts

- Out of pocket expenses must be approved by Accounts Payable for reimbursement within 60 days of purchase, or within 60 days of travel end date.
- University card transactions must be expensed by the 20th of the month after the charge posts to the traveler profile.
 - Faculty are responsible for providing the necessary receipts in a timely manner.



- Faculty are responsible for providing appropriate documentation for reimbursement, including receipts, invoices, or credit card statements.
 - All receipts submitted for reimbursement must be itemized.
 - Credit card statements may be used to supplement records for reimbursement if the credit card number is not posted on the receipt.

Cardholder Responsibilities

One Card Roles and Responsibilities

▶ Cardholder

- ▶ Secure card (No Card Sharing)
- ▶ Comply with all UTRGV guidelines and established policies.
- ▶ Upload receipts and supporting documents to iTravel through SAP Concur App for Reconciliation.
- ▶ Resolving Card disputes or billing errors with merchants.
- ▶ Notifying the bank immediately on a lost or stolen Card as well as the Program Administrator at procard@utrgv.edu and Cost Center Manager/ Cost Object Approver.