

Pre-Departure Checklist for Faculty and Staff Program Leaders

Completed	Pre-Departure Task
<input type="checkbox"/>	<ul style="list-style-type: none">After your program’s application deadline has passed, please review the submitted applications and <i>accept</i>, <i>provisionally accept</i>, <i>waitlist</i>, or <i>decline</i> each applicant. See <i>Terra Dotta Reviewer Instructions</i>, here.
<input type="checkbox"/>	<ul style="list-style-type: none">Verify each selected student has a valid passport (valid 6 months beyond return to the U.S. or a passport application in progress). See passport information, here.
<input type="checkbox"/>	<ul style="list-style-type: none">Check for visa and travel vaccination requirements for your destination. Use these other helpful links, International Travel as a Permanent Resident, Visa Quick Check, and Learn about your destination to assist your selected students and program group.
<input type="checkbox"/>	<ul style="list-style-type: none">Confirm your selected/accepted students with OIE so each student can begin/complete the clearance process (post-decision tasks as well as health clearance tasks). See the student workflow document, here. We need your help with enforcing and ensuring each of your student travelers adheres to the clearance tasks. See these important tasks outlined here.
<input type="checkbox"/>	<ul style="list-style-type: none">Follow the Business & Finance-OIE Program Budget Management Guidelines, see HERE.<ul style="list-style-type: none">-Student program deposits are non-refundable and should be paid <u>within 10 (ten) business days</u> of student acceptance notifications being sent.-The remaining balance for student payments should be made 60 days prior to departure; however, all payments MUST be completed at least 45 days prior to departure. Students must provide a copy of their payment receipt.-Contact the Bursar, Jakeita.lewis@morehouse.edu to obtain student payment reports.-Submit all international wire payment request two weeks prior to each payment.
<input type="checkbox"/>	<ul style="list-style-type: none"><u>IMPORTANT NOTE: Please continue to refer to the <i>Program Leader Workflow Document</i> to ensure completion of all necessary business office and internal program planning tasks as outlined.</u>
<input type="checkbox"/>	<ul style="list-style-type: none">Continue to review the U.S. Department of State International Travel Advisories site to learn more about safety considerations when traveling abroad, here. A program destination with an advisory level of 3 (<i>Reconsider Travel</i>) or higher will NOT be permitted to run.
<input type="checkbox"/>	<p>OIE will provide a student participant list to the AUCC Student Health & Wellness Center, and their staff will determine the health requirements for each traveler. OIE will then provide these reports to leader(s) so they can communicate with their student travelers. These requirements will include routine and travel health vaccinations, see health information sheet, here.</p> <p>Additionally, leaders/chaperones traveling with the students should have all their routine immunizations up to date, along with the COVID vaccines. Other travel vaccinations may be required based on destination(s).</p> <p><u>Ensure each student traveler has been cleared by the AUCC Student Health & Wellness Center by the stated OIE Clearance Deadline (students can be deemed ineligible to travel if they do not adhere to the clearance tasks and deadline).</u></p> <p>Instructional for students to submit the Morehouse College study abroad/travel health forms to the AUCC SHWC, here.</p> <p>Please be mindful of the OIE policy related to the student health clearance and required vaccinations for study abroad:</p> <ol style="list-style-type: none">Students with a confirmed religious or medical exemption will be allowed to participate in faculty-led study abroad programs. These students MUST provide documentation of the exemption to the AUCC Student Health & Wellness Center via their Point and Click Portal (and/or Ms. Brittany Talbott, btalbott@msm.edu). Students must also complete and upload the travel health forms to receive their AUCC SHWC travel clearance. <u>Health forms MUST be uploaded for each study abroad program, no exceptions!</u>ALL student travelers are required to receive an AUCC Student Health & Wellness Center travel health clearance to participate in faculty-led study abroad programs. Clearance requirements MUST be completed by the stated deadline (communicated from OIE). Students who do not complete all application and health clearance requirements will be deemed ineligible to participate and WILL NOT be allowed to travel.

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<input type="checkbox"/>	<ul style="list-style-type: none">• <u>While Abroad</u><ul style="list-style-type: none">▪ Please review and follow the Morehouse College Study Abroad Emergency Protocols▪ Please report an incident immediately to the Office of International Education Lead Director and Program Director, using the incident form, here.
<input type="checkbox"/>	<ul style="list-style-type: none">• <u>Post-Program</u><ul style="list-style-type: none">▪ Check your program budget balance for accuracy (Please resolve/address any deficiencies before submitting your expense reports and/or remaining invoice payments).▪ Submit any outstanding vendor payments.▪ Reconcile travel advance and/or the Morehouse Corporate Card expenses via Chrome River, instructions here. A video guide can also be found here. If you need to move money within your program budget to specific account line to cover trip expenses, please contact the Budgets Office, Mr. Alberry Melson (alberry.melson@morehouse.edu).▪ Program Fund Closeout: Due within 60 days upon return.<ul style="list-style-type: none">○ OIE/Business & Finance Budget Closeout Template Form, here.○ Email your completed closeout form to budgets@morehouse.edu and alberry.melson@morehouse.edu.▪ Encourage your students to complete the post-program evaluation. The Terra Dotta student program evaluation is a system deployed task sent to students after the program end date.▪ Submit any incident reports.▪ Complete the OIE Faculty/Staff-Led Final Program Report, see guidelines, here. (This report will be shared with the Education Abroad Committee)▪ If you have not already done so, please share the link to your group's album of videos and photos.