Temple University’s Risk Management and Education Abroad and Overseas Campuses want to provide guidance and best practices to faculty, staff, and/or students organizing international travel for groups as well as provide assistance in the event of an emergency or crisis abroad.

An overview of the program development and implementation cycle for program leaders is outlined below. This includes how to verify your international travel is Temple sanctioned, preparing prior to departure, steps to take on site, and returning to the U.S. safely. Below are details regarding the process of obtaining approval as well as group leader responsibilities throughout the entire program cycle. Group leaders can also download a copy of our quick start checklist.

**Preliminary Planning**

1. Obtain approval/confirmation that your international travel is Temple sanctioned
   a. We recommend starting conversations regarding a potential program as soon as possible. From the initial concept phase to executing a program can take anywhere from 12 to 24 months. When you start your planning, we recommend reviewing the Forum on Education Abroad’s guidelines on leading education abroad programs.
   b. Temple faculty/administrators are required to complete and submit the Group International Travel Approval Form.
      i. The Group International Travel Approval Form requires the following information:
         1. Details of the person submitting the form
         2. Preliminary program details, including dates of travel, academic description, logistical information, and funding source
         3. Approval from Department Chair and/or Budget Unit Head. This approval can be received via email at international.travel@temple.edu.
   c. All group travel involving students must be approved before travel arrangements can be made

2. The Group International Travel Approval Form is due at least 3 months prior to proposed travel
   a. The form will be reviewed by both Risk Management and Education Abroad for approval and feedback within 2 to 3 weeks of receiving a completed submission.
      b. **Note that programs occurring in locations considered High Risk as defined by Temple University would require the program leader to submit a petition with additional information. See the TUTR site for details regarding High Risk locations and the petition process.**

**Receipt of Approval & Pre-Departure Planning**

1. Attend the Health and Safety Workshop organized by Risk Management and Education Abroad. This Workshop generally occurs in late March/early April for any summer/fall programs.

2. Pre-departure preparation for the group/students
   a. Provide students with worldwide cautions in effect by the U.S. Department of State, as well as country-specific information sheets.
      i. Consult International SOS for country-specific reports. Distribute/share reports with program/group participants.
   b. Hold a pre-departure orientation for students to review programmatic, academic, and logistical information with students, in particular:
      i. Passport/visa requirements
      ii. Necessary immunizations
      iii. Safety and security information, including local laws
      iv. Location and contact information for U.S. embassies and consulates
   c. Distribute International SOS member cards to each participant.
   d. Distribute the Cigna International Travel Medical Insurance Summary of Benefits to all participants.
e. Encourage group participants to consult International SOS via email (phlopsmed@internationalsos.com) or phone at 215-942-8226 for information on immunizations, medical concerns while traveling, security information, and other specific concerns you or group members may have about traveling prior to departure.

f. Advise U.S. citizens or permanent residents to register their stay abroad with the U.S. Department of State's Smart Traveler Enrollment Program (STEP). Non-U.S. citizens should register with the Embassy of their home country in their destination.

3. Collection of forms
   a. All student travelers are required to complete the following forms and return them to the group leader. Forms are available to download:
      i. Emergency Contact Form
      ii. Assumption of Risk and Release
      iii. Health Information Form
      iv. Passport Information Form
      v. Disability Accommodation letter (if applicable)
   b. Review health forms and disability accommodation letters for each participant. Discuss their concerns with them or encourage them to consult International SOS, as outlined above.

4. Registration for international health insurance
   a. Enroll your entire group in International SOS travel medical insurance coverage.

5. Submission of final details to Risk Management
   a. Within 1 month of your departure date, submit the following to Risk Management at international.travel@temple.edu:
      i. Coversheet with all confirmed travelers (template available for download on TUTR)
      ii. Confirmed daily itinerary
      iii. Copies of all forms collected by students to Risk Management. We recommend using TU Safe Send in TU Portal for submission of these documents.
      iv. A copy of your on-site emergency management/mitigation plan.

On-Site

1. Confirm safe arrival of all program participants with your Temple Main Campus point of contact.
2. Conduct an on-site orientation.
   a. Review accommodations, modes of travel, logistics, and cultural information with the participants.
   b. Share emergency contact information with group participants.
   c. Review logistics in the event of an emergency.
   d. Review policies/procedures related to independent travel away from the formal program.
3. Be in contact with International SOS regarding any medical questions or concerns that arise.
4. Be in contact with Risk Management regarding any questions or concerns around health and safety of the program and its participants.

Upon Returning to the U.S.

1. Conduct a debriefing with either your Temple Main Campus point of contact and/or Risk Management
2. Discuss opportunities and challenges within your School/College regarding future programming
3. Connect participants to Main Campus resources to support them during their re-entry transition
4. Connect participants to opportunities in Philadelphia that support their experience while abroad

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