

# INTERNATIONAL FIELD SCHOOL FACULTY GUIDE – WORKSHEETS – 2

## STEP 2: ITINERARY PLANNING & TRAVEL ARRANGEMENTS

By completing this form including the written proposal, I am approving the offering of the listed course(s) taught by the named instructor(s) as described in the Course Details table to be offered as part of a TRU Field School Course.

### A: ITINERARY PLANNING

Please type directly into the spaces on the table and insert or delete as required to complete the itinerary. Important to note the departure city and arrival destination based on the calendar dates of the course (travel day as day 1).

Day	Date	Location	Logistical Details	Meals	Accom	Evening Program/non-program
0	4/25/2018	City, country	Depart YVR to airport destination	Own	No	Non-program
1	4/26/2018	City, country	Student arrive to _____ Travel by train to _____ Meet Accommodation	Own	Yes	Non-program travel day
2	6/14/2018	City, country	Meet hotel lobby for 8:30 am <ul style="list-style-type: none"> <li>• In country risk management review and protocol</li> <li>• Walk to in country host site</li> <li>• Welcome Ceremonies – dinner included</li> </ul>	own	Yes	Program dinner special event
3	6/14/2018	City, country		Lunch	yes	Non-program
4	6/14/2018	City, country		Lunch	yes	Non-program
5	6/14/2018	City, country		Lunch	yes	Non-program
6	6/14/2018	City, country		Lunch	yes	Non-program
7	6/14/2018			Lunch	Yes	Non-program
8	6/14/2018	City, country		Lunch	yes	Non-program

9	6/14/2018	City, country		Lunch	Yes	Non-program
10	6/14/2018	City, country	Depart – return back to Canada	Lunch Dinner	No	Program closing ceremonies
11	6/14/2018	Vancouver, Canada or Kamloops, BC	Arrive back to Canada	Own	No	
	Click or tap to enter a date.					
	Click or tap to enter a date.					
	Click or tap to enter a date.					
	Click or tap to enter a date.					
	Click or tap to enter a date.					
	Click or tap to enter a date.					

**Delete all rows not used based on the number of days**

**Instructions:**

1. **Date:** select date based on pre-trip departure
2. **Location:** identify each city and destination daily
3. **Logistical details:** include all elements based on transportation, site visit, class instructions
4. **Meals:** if included with planning (lunch at host university or special opening or closing ceremony, reception)
5. **Accommodation:** typically through Europe and many countries breakfast is included with accommodation – continental
6. **Evening (Program/Non-Program):** Program specific events or celebrations required for students to attend. Non- program events are free for students.

## B: TRAVEL AND TRIP ARRANGEMENTS

Travel arrangements along with accommodation and itinerary planning are important to identify.

The below travel arrangements are intended to assist faculty leading field school trips while documenting events based on TRU Policy. As is required, faculty must comply and book all flights in compliance with TRU Policies.

<b>Flight details faculty - Corporate Traveler</b>			
Peggy Shumway, contact details			
<b>Booking Reference:</b>		<b>Airline</b>	
<b>Departure Date:</b>		<b>Departure city:</b>	
<b>Return:</b>		<b>Arrival city:</b>	
<b>Office contact details</b>			
<b>Important:</b>			

<b>Flight details for students – Group Travel or individual</b>			
Student can either book individually or a group booking can be coordinated			
<b>Booking Reference:</b>		<b>Airline</b>	
<b>Departure Date:</b>		<b>Departure city:</b>	
<b>Return:</b>		<b>Arrival city:</b>	

Student Participant Numbers		Minimum #:	Maximum #:
#	Name (First and last)	Email	Student Number
1			
2			
3			
4			
5			

**In country Host:**

Location	Name	Contact Name	Contact Information

**Agreement(s)**

(Initiating, already in place, expiry, renewal)

Agreement	Partner	Contact Name	Contact Information	Signed

**Classroom, Workspace, Special Ceremonies** (teaching environment)

Purpose	Description with contact	Logistical Configuration and multimedia requirements
Workspace		
Classroom		
Hotel	Daily debriefing, lounge	

**Accommodations**

- Group bookings, consultation with partner school, hostelling accommodations can be booked important to
- Plan around room sharing to keep costs down, Note: male and female – stay firm to decisions with respect to this.

Location	Accommodation Name	Contact Details	Confirmation # including payment details

**Meals**

Faculty per diems will be in effect for international travel.

Student meals can be included or not. The same per diem schedule can be applied to the students budget

- Breakfast – typically included with accommodation
- Lunch – identify if included or not
- Dinner – identify any special evening events or group dinners


**In Country Transportation**

Consult with partner school or city for transit discount transit

<b>Trains</b>			
<b>Street Cars</b>			
<b>Bus</b>			

**Site visits** (Geographical, historical, business, guided tour)

<b>Date</b>	<b>Location</b>	<b>Name of Destination</b>	<b>Contact Name</b>	<b>Logistics and Confirm #'s</b>

Emergency Services			
Local Authorities		Canada Global Affairs Consular Services	1-613-996-8885 Call collect
Hospitals		In country Consular Services or equivalent number	
TRU Security	250-828-5033		
Faculty Lead #1 Cell Number		Faculty Emergency Contact	
Faculty #2 Cell Number			
Medical Insurance Provider			
TRU World Emergency Contact	Karie Russell mobile: 250-574-9375		

Financial			
Currency		Last date checked	
Budget Completed		Date submitted	
Deposit/Course Registration			
PCard Allocation approvals			
Contingency Funds			
SoBE Financial Codes			
Advance Group Bookings			

Student Awards		
<b>Student International Mobility Award Allocation</b> Submitted to Finance by the Study Abroad Office once the STAR list has been provided. No cheques will be released until all approvals, student forms are completed.	Date:	
Other External Awards		
TRU Student Awards and Financial Aid		

## Pre-Departure – Mandatory Documents with Approvals

### International Field School Course, Approval and Proposal

Submit to the Study Abroad Office

Date:

### Intercultural Training

Contact Dr. Kyra Garson – [kgarson@tru.ca](mailto:kgarson@tru.ca)

Date:

Time:

Room:

### Risk Management Pre-Departure Training

Contact Karie Russell – [krussell@tru.ca](mailto:krussell@tru.ca)

Date:

Time:

Room:

### Completion of the require field school forms including:

Contact Karie Russell – [krussell@tru.ca](mailto:krussell@tru.ca) or [www.tru.ca/studyabroad/safetyabroad](http://www.tru.ca/studyabroad/safetyabroad)

The STAR list, FS TRIP PLAN and Approval of Risk Assessment can all be submitted early to the Study Abroad Centre. Individual student participants forms once completed are provided to the faculty once all forms have been approved, delivery of Intercultural Training and Risk Management Pre-Departure sessions have been completed.

1	<b>STAR List (Student Travel Abroad Registry)</b> (Excel spreadsheet used to import students into online registry)	<b>Date:</b>	
2	<b>Field School TRIP PLAN</b> (Include course details, approval, itinerary with all sections completed. Accompanies Approval of Risk Assessment below)	<b>Date:</b>	
3	<b>Approval of Risk Assessment</b> (sent with TRIP Plan and signed by the Provost Office – policy ADM 22-1)	<b>Date:</b>	
4	<b>Individual Student Participant forms</b> This includes all waivers, freedom of information, media consent, and behaviour contract. All waivers are signed and witnessed by faculty lead	<b>Date:</b>	