



**Faculty International Travel Policy  
Office of International Education  
Harper College**

**2025 - 2026**

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## **I. GENERAL POLICY**

### **A. Overview**

The purpose of this manual is to establish the policies and procedures for Harper College faculty traveling outside the United States for College-related professional development purposes, which may include but are not limited to study, research, site visits, internships, service, conferences/presentations, teaching, performances, and/or athletic competitions. As employees and representatives of the college, Harper College faculty are expected to use discretion and good judgment in all conduct overseas. Faculty travelling under the provisions outlined in this policy are bound by all relevant College policies.

It is the responsibility of the Director of the Office of International Education to ensure that these policies and procedures are communicated to applicants.

The College reserves the right to prohibit or suspend travel for College-related purposes to any destination by faculty, if significant health, safety or security concerns pose extreme risks that warrant such a decision. Harper College does not permit travel to countries with a U.S. State Department Advisory Level of 3 or 4.

### **B. Supported Types of Travel**

The following types of travel are supported by the College:

- Professional conferences related to faculty member's teaching and/or research activities, curriculum development or other academic matters that are relevant for Harper College, and where faculty may or may not be delivering a paper and/or participating in a panel discussion;
- Site visits to institutions or organizations to determine if they might be suitable locations for Harper College educational programs;
- Professional development programs related to the faculty member's teaching and/or research activities, curriculum development or other academic matters that are relevant for Harper College;
- Professional meetings where faculty member is taking an active role as an officer, board member or active consultant to the organization, where the work involved is relevant to the faculty member's work at Harper College;
- Meetings that the faculty member attends at the request of the college.
- Other (Faculty should meet with the Director of International Education to discuss feasibility before beginning the proposal process)

### **C. Related Personal Travel**

A faculty person traveling overseas on Harper College business may combine vacation or personal leave with a trip, provided it is included in the necessary travel documents and approved

in advance by the College. Harper College is not responsible for any costs (e.g., transportation, lodging, or meals) associated with the vacation or personal days. Any personal expenses incurred during, before, or after official Harper College business are the responsibility of the faculty person. If the faculty wishes to take a side trip before or after the official Harper College trip/program, then any expenses and liabilities associated with these trips are the responsibility of the faculty person.

#### **D. Traveling Companions**

Any additional costs associated with a faculty person's traveling companion cannot be charged to the College and are the sole responsibility of the faculty person (i.e., spouses/guests traveling with Harper College faculty are responsible for paying their own individual expenses).

## **II. PROCEDURES**

### **A. Approvals**

Faculty must submit a detailed International Travel Proposal and Authorization form. The Proposal must include a description of the purpose and objectives of your proposed travel including an appropriate deliverable ("Project"), the destinations and dates of travel, the Budget proposal, and requires signatures from the faculty person's chair/program coordinator and dean prior to submission to the Office of International Education. An appropriate deliverable (Project) should demonstrate how the travel experience contributes to the faculty member's teaching, research, or service. The Project should also align with the goals of the professional development opportunity and show institutional value. Possible Projects might include, but are not limited to, a reflective report or white paper on a topic related to your teaching, a curriculum infusion project (e.g., lesson, unit, module), an annotated resource guide for other faculty, scholarly article or conference presentation, or some sort digital deliverable (e.g., blog post, video diary, podcast, photo essay with captions, etc). Faculty may be asked upon return to share their "Project" at college meetings (departmental, divisional, all-faculty, and/or all-campus). All faculty members should consult with their chair/program coordinator and dean to ensure support for their travel.

Please note that Harper College does **not** support travel to locations (cities and/or countries) with a [Department of State Travel Advisory](#) of 3 or 4. Faculty wishing to access Harper College online resources (Outlook, Blackboard etc.) should make sure to submit an Out-of-Country Access request with IT.

Please submit all forms to the Director of the Office of International Education a minimum of **4 weeks** prior to anticipated travel. The Director in conjunction with the Associate Provost will review all proposals and submit all proposals for approval by the Provost and President of Harper College.

**Pre-travel checklist** (at least 4 weeks before departure):

- Review U.S. State Department Advisory Level (must be Level 1 or 2)
- Discuss travel proposal with Department Chair/Coordinator and Division Dean
- Complete and submit International Travel Proposal and Authorization Form
- Ensure budget and funding source(s) are identified
- Get all required signatures (Chair/Coordinator, Dean)
- Submit signed forms to the Director of International Education (L229)
- Submit Emergency Contacts Form with copy of passport
- If necessary, submit Out-of-Country Access Request to IT for Outlook, Blackboard, VPN
- If required, schedule medical appointment if vaccinations or travel medicine

**During Travel**

- Conduct activities aligned with your approved proposal and stated objectives
- Maintain contact with Office of International Education as needed
- Maintain receipts for all reimbursable expenses

**Post-Travel (within 30–60 days of return)**

- Submit Post-Travel Evaluation Report
- If PD funds were used, attach and submit all required receipts for reimbursement
- If applicable, submit Site Visit Report (available from Office of International Education)
- Prepare for any requested presentation or report-out to faculty, students, or administration

**B. International Travel forms**

If a Travel Request is approved, the faculty person will be required to fill out the following forms:

- Emergency Contacts
- Post-Travel Evaluation

**III. TRAVEL EXPENSE POLICIES**

The policies and procedures set out in this document conform to and supplement the “Travel and Meeting Expense” policy outlined in the *Administrative Services Procedure Manual* (rev. July 1, 2014; available on the Harper Internal Portal). Faculty whose Travel Proposals are approved may elect to use Professional Development monies toward the cost of the program.

**Important Information About Expense Reimbursement and Exchange Rates**

Please note that your reimbursement amount will be based on the **budget you submit and the exchange rates you quote in the budget.**

- The College will only reimburse **up to the amount you request in your approved budget**, even if changes in the exchange rate result in higher costs.

- To avoid unexpected out-of-pocket expenses, please **plan your budget carefully and take possible currency fluctuations into account.**
- If your expected costs change, you may **submit to the Office of International Education a revised budget up to two weeks before your travel.**

Review your budget carefully to ensure you are covered for potential exchange rate differences.

#### **IV. REPORTING REQUIREMENTS**

Faculty participants utilize the time abroad to achieve the specific objectives outlined in their original project proposals. Within sixty (60) days of their return, faculty must submit to the Director of International Education a Post-Travel Evaluation report that summarizes the outcomes achieved during travel.