**Center for Global Health**

**International Travel Organizational Resources and Standards**

The Center for Global Health of the School of Nursing wishes to provide support for faculty, students and administrative personnel to ensure a successful program.

Working with the Center for Global Health will allow the School of Nursing to advance a comprehensive global health agenda and develop synergy between faculty doing important and varied international work.

The Center is available as a resource for all international travel, offering the following support:

* Linkages to university policies
* Planning and organization
* Linkage to the GAIA centers
* Prepared lecture for unanticipated requests
* Expenditure tracking

All individuals in the School of Nursing who are travelling abroad for presentations or for other work (including research or student service learning) are to follow the guidelines set forth by the University. In addition, each trip requires this information form as well as a trip report within 30 days of return. The forms will be on file in the Center for Global Health.

*Contact information:*

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*Annē Linn, MPH annemarie.linn@sn.rutgers.edu*

*Useful links*

The University Policy can be found at: <http://uco.rutgers.edu/university-business-travel/university-business-travel-overview>

To complete mandatory registration through Rutgers risk management: <http://riskmanagement.rutgers.edu/faculty-staff-information/rutgers-international-travel-registration-instructions>

State Department’s Smart Traveler Enrollment Program: <https://step.state.gov/step/>

The “download zone” for graphics for presentations is at: <http://identity.rutgers.edu/download-zone/download-zone-overview>

As we are a travelling under the auspices of Rutgers University, these policies must be utilized for all travel and international presentations. The Center for Global Health of the School of Nursing is able to provide support to ensure the success of your program.

Please feel free to contact us for any information.

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**Information Form for International Travel**

|  |  |
| --- | --- |
| Lead faculty name |  |
| Type of Program  | * Service Learning
* Course for Credit
* Research
* Conference
 |
| Dates of trip |  |
| Site(s) (Include location and institution name) |  |
| Goals of trip |  |
| Funding source |  |
| Total budget |  |
| Visa required? |  |
| Number of faculty/students accompanying |  |
| Travel advance needed? (If yes, include date requested) |  |
| Contacts abroad (name, phone, email) |  |

Please briefly describe your on-the-ground itinerary:

**Center for Global Health**

**Trip Report**

*Name:*

*Trip Dates:*

*Trip Location:*

*Purpose:*

|  |  |  |
| --- | --- | --- |
| *Date* | *Activities* | *Notes* |
|  |  |  |
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*(add rows as needed)*

*Outcomes:*

*Challenges:*

*Next steps:*

*What support do you need from the Center for Global Health?*

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**International Travel Checklist**

* Flight booked through Kuller travel
	+ Reminder: Keep boarding passes
* Lodging secured
* Visa secured
* Travel advance requested
* Courtesy gifts procured from GAIA or School of Nursing
* For Group trips: Mandatory pre-trip group meeting scheduled
	+ Team responsibilities discussed
	+ Materials distributed
* Center for Global Health pre-trip information form completed
* Travel registration completed through Rutgers website
	+ Travel registration completed through State Department (optional)
* Presentation prepared (even if no presentation has been requested, please be prepared and download the standard School of Nursing presentation

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**Expense Tracking Wizard**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Expense category** | **Amount** | **Who paid** | **Exchange rate\*** | **Notes** (ie, included in per diem, personal spending etc.) |
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**Please use OANDA for up to date currency conversion: http://www.oanda.com/currency/converter/**