

Student Travel Procedures

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Program Eligibility

Application Guidelines

Applicants must review the student travel procedures guide prior to submission. Incomplete applications will be denied. Please note: A Gmail account is required to submit the travel application form.

- Applicants may only receive funding for one activity per academic year. Students approved as part of a group may not submit an individual proposal for the same year.
- Food expenses are not reimbursed. Per diem allowances are not provided.
- If total activity costs exceed the approved funding amount, the applicant is responsible for paying the balance.
- Application reviews are by appointment only. The Student Travel Coordinator will not review applications within two (2) business days of a deadline.

Funding Limits

1. Individual students may request up to \$1,500
2. Groups of five (5) or more students may request up to \$5,000
3. Funding can be used for registration, transportation, and hotel costs only

Domestic Travel Individual Application – Document Submission Requirements

As part of the domestic travel application process, students are required to upload all of the documentation listed below. If you encounter any issues uploading your documents, please contact us at studenttravel@jjay.cuny.edu for assistance.

- Schedule of the Activity/Itinerary – Student must provide a schedule related to their activity (i.e., conference schedule or program schedule).
- Quote(s) for Registration Cost, Transportation Cost, & Hotel Cost – No purchase necessary. Supporting documentation for cost must come directly from the company (i.e., jet blue website, Amtrak website, conference website, hotel website, etc.).
- Unofficial Transcript – Students must submit a copy of their unofficial transcript. All first semester students are required to submit an unofficial transcript from their previous institution.
- Copy of valid State ID and School ID or State ID and Current Semester Schedule – If the student does not have valid school ID then they can submit state ID with current semester schedule.
- Faculty or Staff Recommendation Letter – A letter of recommendation from a faculty or staff member.

Domestic Travel Group Application – Document Submission Requirements

As part of the group domestic travel application, students are required to upload all of the documentation listed below. If you encounter any issues uploading your documents, please contact us at studenttravel@jjay.cuny.edu for assistance.

- Schedule of the Activity/Itinerary – Student must provide a schedule related to their activity (i.e., conference schedule or program schedule).
- Quote(s) for Registration Cost, Transportation Cost, & Hotel Cost – No purchase necessary. Supporting documentation for cost must come directly from the company (i.e., jet blue website, Amtrak website, conference website, hotel website, etc.).
- Unofficial Transcript (Each student must provide documentation) – Students must submit a copy of their unofficial transcript. All first semester students are required to submit an unofficial transcript from their previous institution.
- Copy of valid State ID and School ID or State ID and Current Semester Schedule (Each student must provide documentation) – If the student does not have valid school ID then they can submit state ID with current semester schedule.
- Faculty or Staff Recommendation Letter – A letter of recommendation from a faculty or staff member.

Study Abroad Travel Application

- Students requesting Student Travel Program funds for a study abroad program must first be accepted into a program.
- Applicants are required to meet with the John Jay College Office of International Studies and Programs prior to submitting an application.
- Student Travel program guidelines do not replace CUNY study abroad program requirements.
- Only transportation costs are eligible for funding for study abroad activities.

Document Submission Requirements (Study Abroad)

- Quote(s) for Airline Tickets – No purchase necessary. Supporting documentation for cost must come directly from the company (i.e., jet blue website, Amtrak website, conference website, hotel website, etc.).
- Study Abroad Acceptance Letter – May be submitted after the application deadline; required before funds are released.
- Syllabus – May be submitted after the application deadline; required before funds are released.
- Unofficial Transcript – Students must submit a copy of their unofficial transcript. All first semester students are required to submit an unofficial transcript from their previous institution.
- Copy of valid passport and School ID – If the student does not have valid school ID then they can submit state ID with current semester schedule.
- Faculty or Staff Recommendation Letter – A letter of recommendation from a faculty or staff member.

International Travel Application (Non Study Abroad Travel)

All international travel must be verified by the Office of International Studies & Programs.

Contact the Study Abroad Coordinator dbraslavsky@jjay.cuny.edu or call 212-887-6105 at least 30 days before the application deadline.

Document Submission Requirements (International Travel)

- Schedule of the Activity/Itinerary – Student must provide a schedule related to their activity (i.e., conference schedule or program schedule).
- Quote(s) for Registration Cost, Transportation Cost, & Hotel Cost – No purchase necessary. Supporting documentation for cost must come directly from the company (i.e., jet blue website, Amtrak website, conference website, hotel website, etc.).
- Unofficial Transcript – Students must submit a copy of their unofficial transcript. All first semester students are required to submit an unofficial transcript from their previous institution.
- Copy of valid passport and School ID – If the student does not have valid school ID then they can submit state ID with current semester schedule.
- Faculty or Staff Recommendation Letter – A letter of recommendation from a faculty or staff member.
- Travel Activity Registered with CUNY – All trip participants traveling internationally are required to consult with the Office of International Studies & Programs to be aware of any Department of State travel warnings or alerts and CDC travel notices in effect for the area of planned travel. The Office of International Studies & Programs is required to register the planned trip of students traveling internationally with CUNY.
- Proof of Travel Insurance – All trip participants must have international medical and travel insurance coverage for the following benefit areas: accident/medical, evacuation for medical or security reasons, and repatriation of remains. The Office of International Studies & Programs will enroll student participants in CUNY's comprehensive travel insurance policy through Cultural Insurance Services International (CISI). Proof of travel insurance must be submitted prior to travel being booked.
- International Travel Participation, Waiver, and Emergency Contact Form – This form must be submitted to the Office of International Studies & Programs. (Form is located in the student travel procedures).
- CUNY International Trip Proposal Form – The trip proposal form is required for international trips that have CUNY Faculty or staff attending. This form must be completed by the Office of International Studies & Programs on the student's behalf. (Form is located in the student travel procedures).

Chaperone Policy

CUNY Policy on Sexual Misconduct requires CUNY faculty to report any possible sexual harassment, gender-based harassment or sexual violence to the John Jay College Title IX Coordinator when leading off-campus trips.

- All college-sponsored or affiliated group trips (five (5) or more students) must include a chaperone.
- All international trips require a chaperone.
- Domestic trips do not require a chaperone for individual travelers.
- Students applying for travel funding may not serve as chaperones.

For domestic trips without a chaperone, the Student Travel Coordinator or Director of Student Affairs will serve as the trip sponsor. All students must follow a designated check-in schedule by phone or email during the trip.

Requirements for Approved Applications

- Students must submit a photo PowerPoint presentation with a minimum of 10 slides as part of their post-travel report.
- The Student Travel Coordinator will make all travel arrangements unless alternate arrangements are approved in advance.
- Students are representatives of CUNY while participating in any college-funded or sponsored off-campus activity. Students are expected to follow all University policies, procedures, rules, and regulations.
- Misconduct may result in loss of funding and students may be required to reimburse any travel-related expenses paid by the Student Activities Association, Inc.

TRAVEL DEFINED

Domestic Travel

Domestic Travel is classified as any activity or event leaving CUNY property but within the 50 states of the United States including trips to museums, field trips, athletic events, leadership retreats and conferences.

Sponsored Trip

Sponsored Trip is any event or activity that takes place off campus with the purpose of extending and supplementing learning opportunities in a way not possible within the usual College setting that is organized, supported, or financed by an office, department, division, or a student organization of the College and that is funded by student activity fees or monies that are in the control of the College, the University, or a University/College-related entity, such as auxiliary enterprise corporations, a college association, or a student services corporation. Examples include Division of Student Affairs-sponsored field trips, club sports trips, the activities of recognized student organizations, college association-funded travel, course-related field trips, and situations in which a student or recognized student organization officially represents the University (e.g., conferences).

Trip Sponsor

Trip Sponsor is the faculty or staff member responsible for reviewing the logistics of the trip, ensuring the collection of required information from the participants, pre-departure orientation delivery, overseeing the health and safety of students, designating a Trip Chaperone, and conducting follow up activities. The Trip Sponsor is also the primary campus contact person for the duration of the CUNY Trip. If the Trip Sponsor is also the Trip Chaperone, an alternate campus contact person must be designated for the duration of the trip.

Trip Chaperone

Trip Chaperone is a CUNY faculty or staff member who teaches and/or accompanies students on a CUNY Trip and may be different from the Trip Sponsor. Each CUNY Trip involving a group of five (5) or more students must have an assigned Trip Chaperone. However, the Trip Sponsor, Chief Student Affairs Officer (CSAO), or Chief Academic Officer (CAO) may also determine that a Trip Chaperone is necessary for trips with fewer than five (5) students. The Trip Chaperone may be a CUNY faculty or staff member, or another designated individual approved by the college, and should be someone who enhances the student experience. The Trip Chaperone is responsible for monitoring participant behavior to ensure compliance with CUNY policies and procedures and for overseeing the health and safety of students. The Trip Chaperone must have the contact information for all student participants and be available by phone or in person at all times throughout the trip, including during travel. In coordination with or independently from the Trip Sponsor, the Trip Chaperone may dismiss students from a CUNY Trip if they determine that any CUNY policies, procedures, or behavioral expectations related to the trip have been violated. If necessary, the Trip Chaperone must also contact local emergency resources, such as the police or hospitals. The name and phone number of the Trip Chaperone must be included in the CUNY Off-Campus Student Travel Approval Form. In certain cases—such as trips organized by or affiliated with an external organization—the Trip Chaperone may not be a CUNY employee. In such instances, the Chaperone may be someone employed by the external organization. Their contact information must still be provided in the Travel Approval Form, and they must adhere to CUNY's chaperone requirements. Non-CUNY Trip Chaperones must receive information about CUNY's Sexual Misconduct Policy and must report any alleged incidents of sexual misconduct to the Trip Sponsor immediately.

International Travel

International Travel is classified as any student travel that takes place outside of the fifty states of the United States of America. Trips to Puerto Rico and other U.S. territories and protectorates are considered international trips.

CUNY CISI Travel Insurance

CUNY CISI Travel Insurance is a comprehensive travel insurance plan that includes medical care, medical evacuation, security evacuation, repatriation, and many other services. This plan is required for all CUNY students traveling abroad and for all CUNY faculty/staff accompanying them, unless the Substantial Equivalence criteria are met. A security evacuation-only option is available under limited circumstances for participants in affiliated and exchange programs whose insurance policies otherwise meet the substantial equivalence criteria. The college hosting the program makes this determination.

International Sponsored Trip

International Sponsored Trip is any international travel that is (1) sponsored or organized by a University or college office, department, or division, or a recognized and chartered student organization, or otherwise carried out by a CUNY faculty member or administrator in his or her official CUNY capacity, or (2) funded by any monies as may be in the control of the college, the University, or a University/College-related entity, including the CUNY Research Foundation, a college auxiliary enterprise corporation, or a college association/student services corporation. Sponsored trips must be approved by the Chief Academic Officer. Examples include: international studies arranged by a CUNY/college office; Division of Student Affairs-sponsored field trips; club sports trips; the activities of University-recognized student organizations (in accordance with Article XV, Section 15.2 of the Board of Trustees Bylaws); college association-funded travel; faculty member, department, or division travel; and travel in which a recognized and chartered student organization officially represents the University.

CDC (Center for Disease Control) Travel Notice

CDC travel notices are designed to inform travelers and clinicians about current health issues related to specific destinations. These issues may arise from disease outbreaks, special events or gatherings, natural disasters, or other conditions that may affect travelers' health. CDC Travel Notices are issued at three levels: 1 (Watch, Practice Usual Precautions), 2 (Alert, Practice Enhanced Precautions), and 3 (Warning, Avoid Nonessential Travel). Although CUNY Trips to countries under Level 3 CDC Notices are prohibited, all CDC Travel Notices should be discussed during Pre-Departure Orientations. Travel for clinical purposes should be planned using CDC recommendations for clinicians.

Travel Warning

Under CUNY's International Travel Guidelines, a travel warning is either a Level 3 or 4 State Department Travel Advisory (for all or part of the country—see differentiated advisory) or a CDC Level 3 travel notice. Travel to locations under a travel warning is not allowed. Although Department of State travel advisories are an important resource, they are an incomplete reflection of risks abroad, due in part to the challenge of responding in real time to global events and in part to political and economic factors the DoS is obliged to consider. Therefore, Campus and Field Directors should also monitor the news for developments in trip destination countries during the planning and execution phases of a trip.

Travel Activity Criteria

Student Travel Committee

Student Activities Association, Inc.

The *Purpose of Travel* section within the individual and group application must include the concept or purpose of the event/activity, and how it relates to the individual or group career goals/course of study. The student Travel Committee will rate applicants on the following...

Total Rating Points	Travel Activity Criteria		
	Format and Structure	Reasoning	Goals
9-10	<ul style="list-style-type: none"> Purpose statement is well-organized, clear and concise No grammatical errors Typed 	<ul style="list-style-type: none"> Clearly expresses the significance of activity. 	<ul style="list-style-type: none"> Activity has a direct relation to the applicant's academic/professional goals.
7-8	<ul style="list-style-type: none"> Purpose statement is organized, clear and concise Few grammatical errors Typed 	<ul style="list-style-type: none"> Clearly expresses the significance of activity. 	<ul style="list-style-type: none"> Activity has a direct relation to the applicant's academic/professional goals.
5-6	<ul style="list-style-type: none"> Purpose statement is organized, clear and concise Few grammatical errors Hand written 	<ul style="list-style-type: none"> Provides some explanation of activity significance. 	<ul style="list-style-type: none"> Activity has little relation to the applicant's academic/professional goals.
3-4	<ul style="list-style-type: none"> Somewhat organized, repetitive and displays little clarity in the purpose statement. Few grammatical errors Hand written 	<ul style="list-style-type: none"> Provides some explanation of activity significance. 	<ul style="list-style-type: none"> Activity has little relation to the applicant's academic/professional goals.
1-2	<ul style="list-style-type: none"> Poorly organized, not clear, and repetitive purpose statement. Numerous grammatical errors Hand written 	<ul style="list-style-type: none"> Does not explain the significance of the proposed activity. 	<ul style="list-style-type: none"> Activity has no connection to the applicant's academic/professional goals.



CUNY INTERNATIONAL TRAVEL PARTICIPATION, WAIVER, AND EMERGENCY CONTACT FORM

This form (the "Release Form") has been developed by the CUNY Office of the General Counsel (OGC) and cannot be altered or adapted except in the answerable fields without approval from OGC.

PART A to be completed by the Program Director (then duplicated for completion of Part B by participating students)

Description of Activity

_____ ("College") of The City University of New York ("University") believes that participation in organized, off-campus activities by its students can be an important part of a student's learning experience. Off-campus activities may, however, involve certain risks, both to the participating students and to the College/University. In order to participate, each student must read carefully, complete, and sign this Release Form and submit it to the Program Director prior to the Activity.

Destination of Activity:

Dates of Activity:

Name of Campus Director:

Name of Field Director or Chaperone(s) (if applicable):

Contact Telephone Number on Date(s) of Activity:

Description of Activity:
(including travel to and from Destination of Activity)

PART B to be completed and signed by the participating student; if under 18, also by his/her parent or legal guardian and notarized.

I wish to participate in the Activity, and in consideration for being permitted to participate in the Activity, I hereby represent and agree as follows:

ASSUMPTION OF RISK

1. I understand that participation in the Activity involves risks not found in study at the College. These risks can range from a) minor injuries such as bruises and strains, to b) major injuries such as broken limbs, loss of sight, neck or back injuries, heart attacks and concussions, to c) catastrophic injuries, including paralysis and death, and also include risks of damage to or theft of personal property, and risks involving traveling to and within, and returning from, Activity sites and other foreign countries; foreign political, legal, social and economic conditions; different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and

weather conditions; and other matters described in the U.S. Department of State Country Specific Information (and Travel Warnings and/or Travel Alerts, if any) and in the Centers for Disease Control and Prevention Travel Notices that I have accessed at <http://travel.state.gov> and at <https://wwwnc.cdc.gov/travel/notices> and reviewed carefully. I understand that there may be other risks not known or reasonably foreseeable. I have sought and obtained information and advice that I feel are necessary and appropriate.

2. I VOLUNTARILY ACCEPT AND ASSUME ALL OF THE RISKS IN PARTICIPATING IN THE ACTIVITY.
3. My participation in the Activity is voluntary.

WAIVER OF LIABILITY

4. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS, The City University of New York ("University" or "CUNY"), any student organization and/or related entity of CUNY that organized, sponsored and/or funded the Activity, the City of New York, the State of New York, and the officers, directors, employees, representatives, agents and affiliates of any and all of them ("Released Parties") FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or related to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others,

(a) caused by, deriving from, or associated with my presence at, participation in, or travel to or from the Activity, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASED PARTIES OR OTHERS, except for such damages or injury as may be caused by the gross negligence or willful misconduct of the officers, directors, employees, representatives, agents or affiliates of any of the Released Parties; or

(b) arising at a time when I am not under the direct supervision of University, including, without limitation, during travel and/or activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during or after the Activity, and/or that are caused by my failure to remain under such supervision.

5. I have no known physical or health-related reasons or problems that preclude or restrict my participation in the Activity or I have disclosed to the College any physical, mental, and emotional conditions or problems, permanent or temporary, including special dietary and medication needs, or the need for visual or auditory aids that might impair my ability to participate in the Activity. I, for myself and on behalf of my family, heirs and personal representative(s), HEREBY RELEASE, INDEMNIFY AND HOLD HARMLESS each of the Released Parties FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, ACTIONS AND CAUSES OF ACTION WHATSOEVER arising out of or relating to any loss, damage or injury (including death) to me or others, or to any property belonging to me or others, caused by, deriving from, or associated with my failure to disclose to the College any such conditions, problems, or needs.

OTHER REPRESENTATIONS

6. I understand that each country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, drug use and behavior. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I will become informed of, and will abide by, all such laws and standards for each country to or through which I will travel during the

Activity and assume responsibility for my actions, understanding that the circumstances of an Activity may require a standard of behavior that may differ from that applicable on campus.

7. I will comply with the University's rules, standards, and instructions for student behavior generally and for the Activity, including the College's Code of Student Conduct, the Henderson Rules of Public Order, and the expectations for student behavior described in the CUNY International Travel Guidelines (collectively, the "standards"). I acknowledge and understand that my compliance is important to the success of the Activity and to the University's/College's willingness to permit future similar activities. I agree that the University has the right to enforce the standards, in its sole judgment, and that it may impose restrictions, up to and including disciplinary proceedings and not granting academic credit for and removing me from the Activity, for violating the standards or for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the College, the University, the Activity or other participants.
8. I agree that, due to the circumstances of foreign study programs, procedures for notice, hearing and appeal applicable to student disciplinary proceedings at the University may not apply. If I am removed from the Activity, I consent to going home at my own expense with no refund from the University or College of any monies paid. I will attend to any legal problems I encounter with any foreign nationals or government of the host country. The University is not responsible for providing any assistance under such circumstances.
9. I understand that it is within the College's discretion to change travel, accommodations, and other arrangements as it deems necessary. I understand that the College is not responsible for nor does it represent or act as agent for, and cannot control the acts or omissions of any host institution or service providers, including those who provide transportation, tour, dining or sleeping accommodations.
10. I understand and agree that the University is not in any way responsible for my wellbeing with respect to any travel to destinations beyond those specifically required for the Activity that I may choose to undertake before, during, or after the Activity.
11. I have or will obtain and maintain the insurance policy required by the University ("travel insurance") which provides coverage for health and hospitalization, accident, repatriation, and medical and security evacuation. I will be responsible for the costs of such insurance and for any expenses not covered by insurance.
12. I also have or will obtain and maintain travel insurance coverage for all travel and activities other than those specifically required in order to participate in the Activity that I may choose to undertake before, during, or after the Activity. Among other things, this means that I if I extend my travel before or after the dates of the Activity, I will extend my travel insurance to ensure I have coverage for the duration of my time abroad. I will use my best efforts to register any travel extensions and report any additional updates in [CUNY-GO](#).
13. The University may, but is not obligated to, make any decisions and take any actions regarding my health and safety that it considers to be warranted under the circumstances, and I hereby authorize the University to make such decisions and take such actions. I agree to pay all expenses relating thereto and release the University from any liability for any such actions.
14. Except for any University scholarships or similar funding, I am assuming full financial responsibility for all costs and expenses incurred by me in connection with the Activity, including, without limitation, financial responsibility for damage or destruction to property of third parties.
15. I will not hold myself out as having the power or authority to bind or create liability for the College or the University.

16. This Release Form represents my complete understanding with the College and the University concerning their responsibility and liability for my participation in the Activity. It supersedes any previous or contemporaneous understandings I may have had with the College or the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.
17. I agree that this Release Form be constructed in accordance with New York law. I agree that this Release Form will be binding to the fullest extent permitted by such law. If any part of this Release Form is held to be unlawful, that part will be limited only to the minimum extent necessary to comply with the law, and the validity of the remaining parts will not be in any way affected.
18. This is my contact information:

Name:

CUNY ID:

Phone:

Email:

Date of birth:

Citizenship(s):

Number of passport you will use for travel:

19. This is my **emergency contact information**:

In case of emergency, notify:

Name:

Relationship:

Phone:

Email:

20. Check one:

I am at least eighteen years old.

I am not yet eighteen years old, so I have secured the signature of my parent or guardian (see next page) as well as my own.

I WISH TO PARTICIPATE IN THE ACTIVITY. I HAVE READ ALL OF THIS RELEASE FORM AND I FULLY UNDERSTAND IT. I AM VOLUNTARILY SIGNING THIS RELEASE FORM WITH THE INTENTION TO BE BOUND BY ITS TERMS. NO REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS NOT CONTAINED IN THIS RELEASE FORM HAVE BEEN MADE TO ME BY ANY OF THE RELEASED PARTIES.

Date: _____

Signature: _____

If participating student completing and signing this Release Form is under the age of 18, then the following page must be completed and signed by the student's parent or legal guardian in the presence of a notary.

IF STUDENT IS UNDER THE AGE OF 18, THEN THE STUDENT'S PARENT OR LEGAL GUARDIAN MUST COMPLETE AND SIGN THE FOLLOWING IN THE PRESENCE OF A NOTARY:

1. I am the parent or legal guardian of the student named above who signed on the previous page.
2. I give my permission for my child to take part in the Activity described on the first page of this form with the understanding that there are potential risks associated with the Activity.
3. I understand that my child is expected to behave responsibly and to follow the University's discipline code, policies and standards, and that failure to do so may subject the student to removal from the Activity.
4. I have read and understand this Release Form, and I confirm that the information provided by my child is accurate and complete.
5. I agree that in the event of an emergency injury or illness, the staff member(s) in charge of the Activity may act on my behalf and at my expense in obtaining medical treatment for my child.
6. I am and will be legally responsible for the obligations and acts of my child as described in this form, including such parts as may subject me to personal financial responsibility.
7. I agree, for myself and for my child, to be bound by its terms.

Print First and Last Name of Parent or Guardian

Signature of Parent or Guardian

STATE OF _____)
COUNTY OF _____) ss.:

On this day of _____, 20____, before me personally appeared _____

_____ to me known and known to me to be the _____ person described in and who executed the foregoing instrument and acknowledged that s/he executed the same.

Notary
Stamp

Notary Public



CUNY INTERNATIONAL TRIP PROPOSAL FORM

Successful international travel requires careful planning that begins well in advance of the actual operation of the program. Planning must take place in coordination with [the study abroad office or international education liaison on your campus](#) from the earliest stages.

This trip proposal form must be submitted for (1) all faculty-led CUNY trips and (2) all student organization trips abroad. Exchange and affiliated programs are not required to submit this proposal, but must undergo a thorough academic and safety vetting process at the College, and be formalized in an agreement approved by the CUNY Board of Trustees.

Submit this form together with the College trip proposal, which should cover the purpose and content of the travel, to the Campus Director and global@cuny.edu. If applicable, include the CUNY Travel Warning Waiver Petition. The deadlines below may only be waived by the Responsible Executive Officer.

	Deadline
<i>Trips under new credit-bearing programs</i>	<i>6 months</i>
<i>Trips under established credit-bearing programs</i>	<i>2 months</i>
<i>Non-credit trips</i>	<i>2 months</i>

1. Is this trip part of a program that has been approved within the past 3 years?

Yes ☒ No ☐

If so, you can attach the most recently approved college program proposal, if it is still current.

- a) If part of a program, program title:

2. Sponsoring CUNY College:

<p>3. Program Participant (check all that apply):</p> <p><input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate</p> <p><input type="checkbox"/> Faculty <input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>4. Type of Trip (check all that apply):</p> <p><input type="checkbox"/> Credit-Bearing <input type="checkbox"/> Non-Credit</p> <p><input type="checkbox"/> Student Organization <input type="checkbox"/> Sports event</p> <p><input type="checkbox"/> Other (specify) _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

5. If this is a student organization trip: will crowdfunding or other fundraising vehicles (e.g. car wash, bake sale) be used to cover some or all trip expenses?

☐ Yes ☒ No

If yes, all funds must be deposited with and administered by the College or the College Association.

6. Proposed trip Site(s)—list all (cities, towns and countries, be as specific as possible):

To be completed by the trip Campus Director.

Additional signatories: Responsible Executive Officer (REO).

7. Proposed Dates Abroad: _____ to _____
8. Number of anticipated participants (not including staff/faculty):
9. Number of accompanying CUNY staff or faculty expected to accompany the group:
10. a) Name and Title of Field Director:
- b) Name(s) and Title(s) of other accompanying faculty or staff (including graduate assistants):

11. Are any of the above locations under a [Department of State Travel Warning](#) or a Level [3 CDC Travel Warning](#)?

☐ yes (You must attach the CUNY Travel Warning Waiver Petition if there is a DoS warning. Travel waivers are not allowed for countries under a Level 3 CDC Travel Warning).

☐ no

12. Medical preparation: Attach a printout of the [current CDC recommendations for travelers to the trip destination\(s\)](#); refer to the appropriate recommendations based on the trip itinerary and activities. Most trips can use the recommendations for Travelers; programs with clinical components should refer to the recommendations for clinicians. Indicate below which of the CDC recommendations for vaccinations, prophylactic medication, etc. you will require or recommend for all participants. For guidance, see the International Travel Guidelines.

13. Field Director's Qualifications: Describe the Field Director's experience in the country of destination. Relevant qualifications may include proficiency in the local language, prior experience there, specific local contacts, etc.

14. Housing: Describe all accommodations to be used on site.

To be completed by the trip Campus Director.

Additional signatories: Responsible Executive Officer (REO).

15. Transportation: Describe all transportation methods to be used on site (not including transportation to/from NYC). Locally licensed professional drivers must be hired; CUNY faculty, staff and students may not drive motor vehicles for CUNY trip purposes.

16. Travel Insurance: Participants will be covered by the CUNY-sponsored CISI plan.

Yes ☐ No ☐

If no, please attach a copy of the alternate plan, which must meet CUNY's substantial equivalence standard¹.

17. High-Risk Activities: Will the trip itinerary include any high-risk activities?

Yes ☐ No ☐

If yes, please include a description of the high-risk activity or activities with a justification based on the purpose of the trip and an explanation of measures to mitigate each high-risk activity's risk.

¹ Standard used to evaluate travel insurance plans offered by affiliated and exchange providers as possible substitutes for the CUNY CISI policy. At least 80% of the current CUNY CISI plan's coverage (LINK) for: accidental death and dismemberment, medical expenses, emergency medical evacuation, repatriation/return of mortal remains, security evacuation, as well as 24/7 phone assistance service to help travelers access their benefits under the plan. If CUNY's coverage is unlimited in any of these areas, the alternate plan must provide at least \$100,000 of coverage. In addition, the insurer providing the alternate insurance policy must have a minimum current A.M. Best's rating of "A-VII" and the policy must include a waiver of all rights of subrogation against CUNY for losses covered by the policy. The College is responsible for evaluating substantial equivalence. Since the company that offers the CUNY CISI insurance plan also offers other plans at different levels, alternate policies offered by CISI may not be substantially equivalent and should also be reviewed. If there is any doubt that the coverage is not substantially equivalent, the traveler(s) must also be covered by the CUNY CISI insurance plan. Travelers who are allowed to be covered under an alternate plan should be informed of the availability of the CUNY CISI travel insurance plan as supplementary coverage.

Substantial equivalence cannot be used to waive the CUNY CISI requirement for faculty-led trips, travel by student organizations, or other student travel other than through affiliated and exchange programs. When travel providers require their own insurance policy in these cases, CUNY students must also purchase the CUNY CISI policy.

To be completed by the trip Campus Director.

Additional signatories: Responsible Executive Officer (REO).

18. Pre-Departure Orientation: A pre-departure orientation that includes the health and safety topics listed in the Pre-Departure Orientation Checklist will be required of all participants, and a sign-in sheet documenting participation will be collected and retained at the college for two years.

Yes ☐ No ☐

Please note any additional health and safety-related topics that will be included for participants in this trip in order to meet specific challenges at this site.

19. Campus Director Certification:

I hereby certify that I have reviewed the attached proposal and that it meets the requirements of the CUNY International Travel Guidelines, and that I will support the trip/program in the role of Campus Director.

Name of Campus Director _____

Email of Campus Director _____

Signature of Campus Director _____

Date _____

20. Approval:

The attached proposal is hereby approved by the College Responsible Executive Officer.

This proposal is hereby denied.

Signature _____

Name _____

Date _____

Title _____

21. This proposal has been reviewed by Central Office.

To be completed by Central Office:

	Initials	Date
OAA		
OEHSRM		

Regarding:

Return the approved proposal to the Campus Director and to global@cuny.edu.

Electronic PDF submissions are preferred.