

Faculty Led Travel Planning Timeline

Actions	Resp.	Earlier	-180	-120	-90	-60	-30	-15	Program	+15
Request program approval	GE	● 1 year								
Develop affiliation agreement	GE	● 1 year								
Develop/submit budget (w/enrollment targets)	GE	● 1 year								
Establish Funds Center	BO									
Program fee determination	BO/GE									
Advertise program (w/payment schedule)	GE	● 9 mo.								
Contracts with host institutions	PO									
Coordinate with Financial Aid	GE									

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Solicit/award ground & air transportation	PO		●		●					
Visa acquisition	GE				●		●			
Provide faculty with ATM card for cash withdrawals	BO					●	●			
Submit travel expense reimbursement	Faculty /GE									●
Forward student grade reports to Registrar	GE									●
<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>GE</i> → Global Education Office <i>BO</i> → Bursar's Office <i>PO</i> → Purchasing Office</p> </div>										