

Division of Lifelong Learning  
*Continuing Education Division and  
Summer University*



5713 Chadbourne Hall, Room 124  
Orono, Maine 04469-5713  
Tel: 207-581-3143  
Fax: 207-581-3141  
cedss@umit.maine.edu

February 13, 2009

Dear Faculty:

Thank you for expressing an interest in participating in the Travel Study Program of the Continuing and Distance Education Division/Summer University. What follows is a brief narrative regarding the Travel Study Program, a preparatory checklist, and a set of documents and/or forms to help you achieve a safe and successful travel outcome for both you and your students.

We are here to assist you with offering your course through the Continuing and Distance Education Division/Summer University. We will make the appropriate travel-related expenditures for your trip, while part of your work will be to make the necessary travel arrangements. Additionally we aim to insure that University policies and procedures are followed for yours as well as the students' protection.

If you are interested in offering a Travel Study course take the first step and give Jim Toner a call. Please remember that the three of us are here to help you and your students have a safe and successful educational experience.

Sincerely,

Jim Toner  
Assoc. Director

Kathleen Moring  
Financial Manager

Wanda Westley  
Admin. Assistant

Enclosures



# **Continuing Education Division/ Summer University**

## **Travel Studies Information**

Continuing and Distance Education/Summer University  
5713 Chadbourne Hall, Room 124  
Orono, ME 04469-5713  
Tel: (207) 581-3143 Fax: (207) 581-3141

## **Included Information**

Important Information for Travel Studies Courses

Travel Studies Checklist

The University of Maine New Course Proposal/Modification/Elimination Form for Undergraduate Courses (July 2008)

Suggested Course Budget Planning Form

Course Fees

Course Fee Approval Narrative

Course Fee Request Form

Important University of Maine Contact Information

Student Intent Form

Course Liability Agreement

Traveler Emergency Contact Information

# UMaine CED Travel Studies Checklist

## Course Information:

Use this checklist to keep track of your progress in obtaining the necessary approvals to offer a CED/SS travel study course and it will also assist you in completing the necessary actions to ensure a safe and trouble-free experience for you and your students.

Semester and Year		
Course Number(s)		
Instructor(s)		
Travel Destination		
Last Offered		

DATE	√	CONTACT	PHONE NUMBER	ADDRESS	See Attachment:	NOTE
<b>At Least Six Months Prior to Travel</b>						
Obtain CED approval to offer course.		James Toner	581-4090	124 Chadbourne		
Important Information for Travel Studies Courses					I	
If new course, submit to UPCC for approval.		Provost's Office	581-1547	201 Alumni Hall	II	First Class Provost Folder
File course fee approval form/Copy to CED (Wanda)		Provost's Office	581-1547	201 Alumni Hall	III	
Provide copy of course description to CED.		Wanda Westley	581-3414	124 Chadbourne		
File office contact name with CED.		Wanda Westley	581-3414	124 Chadbourne		
Meet with International Office to obtain travel advice.		Karen Boucias	581-3433	Winslow Hall		
CED Travel Study Course Budget Planning Form		Wanda Westley	581-3414	124 Chadbourne	IV	
Print Travel Agency Form, Travel Advance & Voucher		Wanda Westley	581-3414		Samples A-D	<a href="http://www.umaine.edu/obbs">http://www.umaine.edu/obbs</a>
<b>At Least Two Months Prior to Travel</b>						
Meet with CED to review all travel details.		Wanda Westley	581-3414	124 Chadbourne		
Confirm all travel reservations.		Travel Agency				
Submit travel itinerary and course syllabus to CED.		Wanda Westley	581-3414	124 Chadbourne		
Meet with students to confirm expectations and details.						2 meetings required
<b>At Least One Month Prior to Travel</b>						
Materials distributed to students to send to guardians.		Wanda Westley	581-3414	124 Chadbourne	V	
Letter of Intent to be signed by students		Wanda Westley	581-3414	124 Chadbourne	VI	
Important University of Maine Contact Information		Wanda Westley	581-3414	124 Chadbourne	VII	
File emergency student contact numbers with CED.		Wanda Westley	581-3414	124 Chadbourne	VIII	
File confirmation of student insurance with CED.		Wanda Westley	581-3414	124 Chadbourne	VIII	
Emergency contact information copied for Noel March		Wanda Westley	581-3414	124 Chadbourne		
File emergency numbers for all hotels with CED.		Wanda Westley	581-3414	124 Chadbourne		
File copies of passports with CED and academic dept.		Wanda Westley	581-3414	124 Chadbourne		
Arrange for travel advance pick up date.		Wanda Westley	581-3414	124 Chadbourne		All requirements must be met

## IMPORTANT INFORMATION FOR TRAVEL STUDIES COURSES

The following information has been provided to summarize details related to the course that you are planning to lead. A Travel Studies checklist with relevant attachments is included in this packet of information to assist you with keeping track of your progress in meeting all course leader responsibilities.

- Travel Study courses are academic offerings and must meet the academic standards, approvals and policies that exist for all classes offered on campus. Faculty course leaders follow all departmental approval processes and guidelines in developing and leading a course – from the approval process to the final evaluation process. A Course Fee Approval form must be completed and submitted for approval prior to students enrolling in your course. The course fee is a fee that you have determined to reflect the expenses of the trip and will be used to pay airfare (including travel insurance), accommodations, land transportation, etc. You can obtain a copy of this form from the Provost's Office.
- **A minimum enrollment of 12 students is needed for a class to be offered.**
- A syllabus of the course is to be on file with Wanda Westley in the Continuing Education/Summer University Office. The final itinerary and specific agenda for the course, complete budget, all emergency contact information, copies of passports, a departmental contact name as well as any other required information must be given to Wanda Westley prior to expenditure of funds for any travel-related expenses. A Travel Advance must be completed, approved and be on file with the CED/Summer University staff.
- Once the flight schedule has been determined, all students will fly together and no one will be allowed to divert from the schedule.
- Budgets that have been prepared for your course must be followed as presented. Please remember that neither The University of Maine nor the Continuing Education Division/Summer University will cover overspending, nor will any refunds be provided. All travel expenses are to be reported within five days (APL #26) of your return, all original receipts are to be attached to the Travel Expense Voucher, and any unexpended travel advance funds returned.
- Double check all plans and requirements related to any land transportation you plan to use – domestically or internationally. Be sure that you have met all legal requirements for drivers, followed all University requirements related to use of vehicles, and that you have arranged for adequate insurance coverage for any vehicles that will be used.
- Coordinating travel advance paperwork is critical. Be in touch with Wanda Westley a minimum of two weeks in advance of your travel to schedule a date to pick up the advance. This will ensure the person who signs the advance will be in the office.

Please plan and conduct pre-travel meetings with students so that plenty of time is available for students to thoroughly discuss all academic and conduct expectations related to the course, and that you have gathered all emergency information. The staff of the Continuing Education Division will be available to attend one of these meetings to gather copies of required traveler information.

Supply each student registered in your class with two copies of the enclosed Student Intent letter. These letters are to be signed, with the student keeping one copy and the other kept on file in the office of the Continuing Education Division/Summer University. Please note that the purpose of this letter is to impress on each student that he/she is personally responsible for any fees incurred should they decide for any reason to cancel (if fees for airfare, hotel, entry fees, etc. have been paid on their behalf.)

Please let the staff of the Continuing Education Division/Summer University know immediately if you have any questions. Being as clear as possible about details and as specific as possible about expectations has allowed everyone to have positive experiences in these courses, and achieve easier solutions if/when challenges occur.

**University of Maine**  
**Continuing Education Division/Summer University**  
**Travel Study**  
**Suggested Course Budget Planning Form**

This form is intended to assist faculty members in the financial planning portion of their course development process. The only funds the Continuing Education Division/Summer University has at its disposal to pay for travel expenses are derived from the course fees that are attached to the course. Please complete this form and make an appointment with Kathleen Moring, Financial Manager and Wanda Westley, Administrative Assistant II, to review your projections.

**Per Student Cost:**

- a. Airfare (include bus to airport) \_\_\_\_\_
- b. Hotel/housing \_\_\_\_\_
- c. Ground transportation \_\_\_\_\_
- d. Entry fees (i.e. museums) \_\_\_\_\_
- e. Meals \_\_\_\_\_
- f. Honoraria/tips (local presenters) \_\_\_\_\_
- g. Facilities (classrooms) \_\_\_\_\_
- h. Supplies \_\_\_\_\_
- i. Other \_\_\_\_\_

Total Expense per Student: \_\_\_\_\_

Number of Students Projected to Enroll (minimum of 12): \_\_\_\_\_

Projected Course Budget: \_\_\_\_\_

**IMPORTANT:**

- **A course must enroll a minimum of 12 students**
- **All travel must be made through a University of Maine approved agency**
- **University of Maine funds may not be used to pay for alcoholic beverages**
- **Students may not break the travel itinerary and must return to Orono with the class**
- **The only funds available to use for travel expenses are those projected in your budget**

# University of Maine

## Course Fee Approval

### COURSE FEE PHILOSOPHY

**Course fees are justified only when the costs associated with instruction clearly exceed what is reasonable and ordinary.**

Some allowed expenses may be fully recouped through the course fee. These include:

1. The cost of printing and assembling a set of readings, a lab manual, a class workbook, or other such document that is distributed in its complete form at the beginning of the semester; (Instructors should consider having such materials produced by the Printing Office and sold through the bookstore rather than covering the expense through a course fee. No royalty payments to the Instructor are allow for unpublished materials printed for course use. The University of Maine supports full compliance with all copyright laws.)
2. Project or art supplies or photographic supplies used in the creation of a work that becomes the property of the student;
3. Transportation (e.g., bus rental) and lodging associate with field trips;
4. Professional models for art classes;
5. Site-License fees for software use (providing its only use is for instruction).

Other allowed expenses may be partially recouped (usually at the rate of 50% or less) by course fees. These include:

1. One-on-one lessons (as in music performance course) 75% maximum reimbursement rate.
2. Cost of routine laboratory and studio supplies (e.g., chemicals and other expendable materials);
3. Rental fees for special equipment not available on campus;
4. Travel expense for guest speakers not affiliated with the University of Maine;

Please use the expense / budget form to justify request for new fees or changes in existing fees.

Expenses that do not conform to the categories above may be eligible for recovery through course fees. Please consult the Associate Provost for Undergraduate Education.

# UNIVERSITY OF MAINE COURSE FEE REQUEST FORM

(Please list each item or group of items in the categories below.)

## Chart field Information

Dept. ID: \_\_\_\_\_

Fund code: \_\_\_\_\_

Account #: \_\_\_\_\_

COURSE DESIGNATOR: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_ ( ) NEW FEE  
 INSTRUCTOR \_\_\_\_\_ ( ) FEE REVISION  
 UNIT LEADER APPROVAL \_\_\_\_\_ Current Fee (\$ )  
 DEAN APPROVAL \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_  
 \_\_\_\_\_ DATE EFFECTIVE: \_\_\_\_\_

FOR 100% COST RECOVERY	ALLOWED COST	
WRITTEN MATERIALS (MANUALS, READINGS, ETC.)		
1 _____	_____	
2 _____	_____	
3 _____	_____	
SUPPLIES FOR THINGS THAT BECOME STUDENT PROPERTY		
1 _____	_____	
2 _____	_____	
3 _____	_____	
TRANSPORTATION FOR FIELD TRIPS, ETC.		
1 _____	_____	
2 _____	_____	
PROFESSIONAL MODELS		
1 _____	_____	
SOFTWARE LICENSES AND RELATED COST		
1 _____	_____	
2 _____	_____	
3 _____	_____	
4 _____	_____	
FOR MAXIMUM 75% COST RECOVERY	TOTAL COST	ALLOWED COST
PRIVATE LESSON	(\$ ) X .75	_____
FOR MAXIMUM 50% COST RECOVERY	TOTAL COST	ALLOWED COST
LABORATORY AND STUDIO SUPPLIES		
1 _____	(\$ ) X .50	_____
2 _____	(\$ ) X .50	_____
3 _____	(\$ ) X .50	_____
4 _____	(\$ ) X .50	_____
5 _____	(\$ ) X .50	_____
EQUIPMENT RENTAL FEES		
1 _____	(\$ ) X .50	_____
2 _____	(\$ ) X .50	_____
GUEST SPEAKERS (OUTSIDE UMaine)		
1 _____	(\$ ) X .50	_____
2 _____	(\$ ) X .50	_____
3 _____	(\$ ) X .50	_____
	<b>TOTAL ALLOWED COST</b>	_____
	<b>ANNUAL TOTAL ENROLLMENT</b>	_____
	<b>REQUESTED FEE PER STUDENT</b>	_____

AMOUNT APPROVED \_\_\_\_\_

APUE APPROVAL \_\_\_\_\_

cc: Claire Strickland; Dennis Casey; Cheryl Clement; Daniel Lamson.

# University of Maine

## Continuing Education Division/Summer University Travel Study

### COURSE LIABILITY AGREEMENT

A University of Maine faculty member will personally accompany the group and be available to assist students if problems arise during the time of the organized program. The following conditions, however, should be recognized:

1. Any period of independent travel will be without the involvement of the faculty director. The University of Maine and its employees will not be responsible for any occurrences related to such independent travel. This includes periods within the scheduled program dates when "free time" is planned.

2. While every possible assistance will be rendered, The University of Maine cannot be held responsible for the personal actions of any student, which may result in financial plight, involvement with local police authorities, failure to observe travel schedules resulting in missed connections with prepaid transportation, loss of personal effects, or for any illness and/or accident to any program participant.

3. If the student voluntarily resigns or is dismissed for any reason, The University of Maine is relieved of any and all responsibility as of the date of resignations or dismissal. If the student is under the age of 18 years, the parents will be notified as quickly as possible.

4. The students must make arrangements to have emergency funds or credit cards available to him/her on short notice for unforeseen events not covered by the basic cost of the program (e.g. airplane transportation home prior to the conclusion of the program, replacement or lost items, loss of personal funds, etc.). The University *cannot assume* the responsibility for supplying emergency financing of a personal nature.

5. The University of Maine and its employees act only in the capacity of program planner for the participants in all matters pertaining to hotel accommodations, tours and transportation whether by air, railroad, motor coach, motor car, steamship, boat or any other means, and as such hold themselves free of responsibility for any loss, injury or damage to persons, property or otherwise in connection with any accommodations, transportation, or other services resulting, directly or indirectly, from accidents, acts of government or other authorities, de jure or de facto wars, medical or customs regulations, delays or cancellations or changes in itinerary or schedules, or from any causes beyond the control of The University of Maine and its employees or for any loss and damage resulting from improper or insufficient passports or other documents; and The University of Maine and its employees shall not be or become liable or responsible for any additional expense or liabilities sustained or incurred by the student as a result of any of the foregoing causes.

6. The University of Maine reserves the right to change any part of the itinerary without notice and for any reason; to pass on to participants any expenditures occasioned by delays or events beyond its control; to make adjustments to rates, as necessary, in case of any appreciable variation in the cost of transportation, hotel accommodations and other services provide in connection with the program; to cancel the program at any time if there is not a sufficient number of participants to warrant the operation of the program or, if at any time any act or event would prevent the operation of the program.

7. Program participants are registered as University of Maine students during the course of the program and are subject to University of Maine rules and regulations, including the Student Code of Conduct.

**I have read and understood, and I accept the terms stated above.** (Note: If participant is under the age of 18 years, the signature of parent or legal guardian is also required.)

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Student Intent Form

**Two copies of this letter are to be distributed to each student enrolled in a Travel Study Course. Both copies are to be signed, one for the student and one to be placed on file with Wanda Westley of the Continuing Education Division/Summer University Office.**

Travel Study Student: \_\_\_\_\_

This letter is to confirm an understanding with you regarding your participation in the course:

\_\_\_\_\_

As the course leader, I am responsible for setting the overall standards and policies for the course. These will be discussed with you in pre-travel meetings. In addition, all policies of The University of Maine as printed in official student publications apply to students who are traveling with the class, just as if the student was attending a course on campus. It is your responsibility to follow all guidelines presented.

Once you have officially registered for this Travel Study Course, the Bursar's Office will bill your account for the course tuition and the course fee. All standard policies related to drop and add procedures and deadlines apply to this course. Should you decide to drop the course, the Bursar's Office will process any refund as spelled out in standard add/drop policy material. **There is, however, an exception related to the travel study courses. Should you drop this course, you will be responsible for any fees that have been committed and/or expended on your behalf which cannot be recovered. The fee(s) will be billed to you directly from the Travel Study Program that is part of the Continuing & Distance Education Division/Summer University, 5713 Chadbourne Hall, Room 124. An invoice will be sent to you directly, and you will be responsible for any payment incurred due to your cancellation.**

This letter is also to reiterate that it is your responsibility to behave at all times in a respectful way in regard to the culture and traditions of the host country or locale. You will be held to the published standards of behavior found in the UM student handbook.

As your course leader, I will collect emergency information from you prior to departure and it will be kept on file in the Continuing Education Office. Please provide a schedule and contact information to your family and friends. **It is your responsibility to carry appropriate identification and insurance cards with you at all times.** Previous travelers have lost or had stolen airline tickets, money and cameras. Please use every caution and be aware that **you are solely responsible for all personal items. The University will not replace or pay for lost or stolen items.** All of these precautions are intended to avoid any difficulties and insure a positive educational experience.

Course Leader: \_\_\_\_\_

Student Traveler: \_\_\_\_\_

Date: \_\_\_\_\_

**University of Maine**  
**Continuing Education Division/Summer University**  
**Travel Study**  
**IMPORTANT UNIVERSITY OF MAINE CONTACT INFORMATION**

Robert C. White, Director	(207) 581-3113	Telephone
Continuing Education Division/Summer Session	(207) 581-3141	Fax
	<a href="mailto:rwhite@maine.edu">rwhite@maine.edu</a>	Email

Robert Q. Dana, Dean of Students	(207) 581-1406	Telephone
Student Affairs	(207) 581-4805/4867	Fax
	<a href="mailto:robert.dana@umit.maine.edu">robert.dana@umit.maine.edu</a>	Email

Kathleen Moring	(207) 581-3595	Telephone
Wanda Westley	(207) 581-3143	Telephone
Continuing Education Division/Summer University	(207) 581-3141	Fax

**IF YOU ARE UNABLE TO REACH THE UNIVERSITY DURING NORMAL BUSINESS HOURS, CONTACT PUBLIC SAFETY AT (207) 581-4040. ASK THE PUBLIC SAFETY DISPATCHER TO CONTACT THE ADMINISTRATOR ON 24 HOUR EMERGENCY CALL DUTY.**

Public Safety	(207) 581-4040	Telephone
	(207) 581-4119	Fax
	<a href="http://www.maine.edu/publicsafety">www.maine.edu/publicsafety</a>	Website

Student Health Services	(207) 581-4010	Telephone
After Hours/Nights/Weekends	(207) 581-4000	Telephone
	(207) 581-3997	Fax
	<a href="http://www.cutler.maine.edu">www.cutler.maine.edu</a>	Website

Karen Boucias, Director	(207) 581-3433	Telephone
International Programs	(207) 581-2920	Fax
	<a href="mailto:UMINTPRG@maine.edu">UMINTPRG@maine.edu</a>	Email

**University of Maine**  
**Continuing Education Division/Summer University**  
**Travel Study**  
**TRAVELER EMERGENCY CONTACT INFORMATION**

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Gender: [ ] Male [ ] Female Date & Place of Birth: \_\_\_\_\_  
Passport Number: \_\_\_\_\_ Passport Expiration Date: \_\_\_\_\_  
Date & Place of Passport Issuance: \_\_\_\_\_

**\*\*\*Please attach a copy of your passport to this form\*\*\***

**Person to be notified in cast of an emergency:**

Name: \_\_\_\_\_ Relationship to you:\* \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Work Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_

- If this individual is not your parent/legal guardian, do we also have permission to contact you parent or legal guardian in case of an emergency?

YES NO (circle one)

Parent/Guardian Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Work Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell Phone: \_\_\_\_\_

**HEALTH INSURANCE INFORMATION**

(This information will remain confidential and only be used in urgent or emergency situations.)

Health Insurance Provider: \_\_\_\_\_ Group Number: \_\_\_\_\_  
Address: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_  
Dates of Coverage: \_\_\_\_\_ to \_\_\_\_\_  
Allergies: \_\_\_\_\_  
Blood Type: \_\_\_\_\_

List any medications you take on a regular basis: Are there any other health considerations the program needs to be aware of should you require emergency medical care? (e.g., previous hospitalization, history of family illness, treatment of a psychological condition, etc.). *Use reverse side if necessary.*