VCU Education Abroad
Faculty Leader Training
Introductions
Today’s Agenda

- Goals for today, Resources, Key Contacts
- Discussion: recruitment
- Now until departure: Pre-departure orientation
- Upon your arrival
- Upon your return
- Insurance
- Financial logistics
- Q & A
Goals

• To address your questions and doubts
• Identify helpful resources
• Prevent and prepare for the unknown and unexpected
Important External Resources

- **US Department of State**: for travel advisories, list of US embassies abroad, STEP enrollment, entry/exit requirements for US citizens, and more. Also see [Students Abroad](https://studentsabroad.state.gov) site created specifically for student audience by DoS.
- **Centers for Disease Control and Prevention**: Travelers’ Health
- **The Forum on Education Abroad**: Standards of Good Practice
- **NAFSA**: Association of International Educators
- **Diversity Abroad Network**: Member resources, country diversity climate notes, diversity advising manuals, good practice database, etc.
- **SAFETI Clearinghouse**: A-Z listing of health/safety related issues pertaining to education abroad
- **Federal Bureau of Investigation**: Advice for US College Students Abroad video and [brochure](https://www.fbi.gov/investigate/protect-yourself/education-abroad)
- **Association for Safe International Road Travel** (ASIRT)
Important VCU Resources

❖ VCU Resources:
  ❖ [For Faculty](#) section of the VCU Education Abroad website
  ❖ VCU Procurement’s [website](#) with link to Chrome River
  ❖ VCU Insurance & Risk Management [page](#) with info on foreign travel (Steve Kessinger: sbkessinger@vcu.edu)
  ❖ VCU Student Health [Travel Clinic](#) (Christine Charbonneau, cpcharbo@vcu.edu, Karen Kirby, MD, and Bernadette Ucci, MD)
  ❖ VCU Student Counseling Services [faculty info](#)
  ❖ VCU Wellness Resource Center “[The Well](#)”
  ❖ VCU [Office of Student Conduct & Academic Integrity](#)
  ❖ VCU [Police](#)
Important Contacts in GEO

McKenna Brown
Executive director
Room 104
(804) 828-8471
mibrown@vcu.edu

Osama Alami
Associate director
Room 104
(804) 828-8471
osalami@vcu.edu

Jesalca Abernathy
Executive assistant/HR director
Room 104
(804) 828-8471

Paul Glinder
Fiscal manager
Room 4108
(804) 828-3734
paulinder@vcu.edu

Education Abroad

Stephanie Tignor
Director
Room 4128
(804) 827-7862
davenport@vcu.edu

Simone Blasuzzi
Adviser
Room 4131
(804) 826-4561
sabianuzz@vcu.edu

Annia Dowell-Wiltshire
Adviser
Room 4132
(804) 828-6956
lindowellwiltshire@vcu.edu

Erin Robson
Education Abroad Coordinator
Room 4129
(804) 827-7862
ebrobson@vcu.edu

Sarah Young
Coordinator
Room 221A
(804) 828-1228
syoung@vcu.edu
For discussion:
Recruitment: what works?
From Now Until Departure
What GEO is doing for you and your students:

- Enrollment in courses (and STUA course); Creating Blackboard
- Managing withdrawals
- GEO pre-departure videos covering basics of travel, health, safety, packing, course enrollment, and more
- Passports and Visas, in applicable
- Making payments to vendors
- Booking airfare (or helping if it is not included)
- Collecting Financial Aid forms (for summer programs only)
- Gathering missing critical information from students
- Ordering ISIC insurance
- STEP enrollment
- Answering any other questions and concerns from faculty, parents and students
What YOU should be doing for us and for your students:

- Training! (this training, Clery training, Not Anymore, Kognito)
- Ensuring proper enrollment in courses
- Request creation of, and build out your course in Blackboard
- Notify us immediately of any withdrawals
- Pre-departure orientations (more details to come)
- Coordinating between Paul and your vendors and/or contacts overseas
- Coordinating w/Paul to book your airfare; providing students with travel details (i.e. arrival date, time, place)
- Forwarding student questions about financial aid to us
- Encouraging disclosure of critical information from students
- Consider insurance
- Submitting Excel document to your liaison for STEP enrollment purposes (your emergency contact)
- Communicating with your students regularly
- Secure cell phone
Pre-Departure Orientations

- Hold at least 1 session
- Get to know the students (and their motivations)
- Team-building
- Set expectations (academic AND behavior...includes alcohol)
- Review the syllabus
- Country-specific info including culture, language and history
- Discuss health and safety risks (preparation and on-site)
- Details on everything: flights, arrival, itinerary, housing, meals, money, your contact info, packing lists, etc.
- Emergency plan
- Consider inviting speakers (students, nurse, counselor, etc.)
- Need space? We can help!
Upon Arrival
• First things first: check in with us immediately (and as issues occur)!
• Buddy system: triple up!
• Orientation to surroundings
• Discuss risks
• Obtain their contact info, room #s, etc. (know where they are and how to get in touch with them if needed)
YOU are a “Campus Security Authority” and are responsible for reporting any crime to VCU that occurs in any location we rent or occupy on an on-going basis.
Behavior and Mental Health
Importance of Knowing Your Students’ Identities

• Get to know them NOW
• Who are the possible outliers?
• Consider:
  • Gender, sexuality, socio-economic background, geographical origin, race, ethnicity, religion, nationality, political ideology, age, academic background, physical ability and wellness, mental wellness, etc.
• How can you, the group, the program be more inclusive?
Coping Mechanisms

• **Healthy**: relaxation, mindfulness, exercise, eating healthy, journaling, etc.

• **Unhealthy**: drinking to excess, unhealthy eating patterns, self-isolation, self-harm, etc.

• Brainstorm ideas together as a group in PDO
Behavior Issues

• Setting expectations should help mitigate behavioral issues
• We’re here to help! (as is Counseling Services, Student Conduct, etc.)
• Have a plan prior to the problem (and don’t put it off)
• Ascertain the facts, determine if major or minor issue
• Consider if symptomatic of another issue (culture shock, disability, etc.)
• Maintain your composure 😊
• Document events
• Consider consequences of action (or inaction)
• 3 steps: verbal warning, written warning, dismissal
Conditions of Participation

I. Program Participation
I agree to participate in all parts of the study abroad program (instructional, cultural and social) organized by the program director, as established in the program information. I understand that I must be enrolled in the required coursework, and that any deviation from the normal course schedule and/or program design must be approved in advance in writing by the program director.

II. Host Institution Regulations
I agree to abide by all rules and regulations regarding campus life including absences from campus, as established by the host institution, and by all laws, rules and regulations pertaining to my student status.

III. Expulsion Policy
I agree that, upon the decision of the program leader, my participation in the program may be terminated if I engage in action endangering myself or others, or jeopardizing the success of the program, or if I do not abide by the rules and regulations set forth by the program director or host institution. I further agree that if expelled from the program, I will be responsible for all expenses incurred up to the time of expulsion and for all expenses incurred in returning to my point of origin. In the event of such expulsion, I understand that no refund of program fees will be given.

IV. Health and Medical Insurance
I certify that I am free of medical conditions that would endanger my life, health or well-being while traveling or living abroad, or that would impede my ability to participate fully in all aspects of the program. I also certify that I have accident and illness insurance for provision of emergency medical care as recommended by medical authorities in case of accident or illness during the program.

V. Country-Specific Resources
I certify that I have read and discussed with my parents and/or legal guardians all consular information sheets and travel warnings provided by the US State Department. I understand that it is my exclusive responsibility to remain informed of any changes in travel warnings issued by the State Department and to decide accordingly on my participation in the study abroad program.
Mental Health Pyramid

Level 1 Situations - Most Common

Level 2 Situations - Somewhat Common

Level 3 Situations - Least Common

Adapted from The Forum on Education Abroad
Level 1 Situations

- Low level acute (rapid onset) situations that are non life-threatening and do not require immediate psychiatric or medical attention.

  **Examples:**
  - Panic attacks, stress reactions
  - Relationship issues (w/o physical violence/threats)
  - Anger management issues
  - Mood issues, insomnia, irritability
  - Homesickness, cultural adjustment issues

- If ignored, can escalate

- Protocol: Employ emotional first aid techniques and seek assistance from internal networks of expertise on an as-needed basis

*Adapted from The Forum on Education Abroad*
Level 1 Example

A student knocks on your door. She is crying. She says that “nothing is working” and begins to tell you about how some of the other students have been exceptionally cruel to her and that no one likes her. She eventually talks about how dysfunctional her family is and how a friend of hers died a few months ago. After talking for 3 hours, she seems to feel better and leaves to go to bed.

This is the 3rd night this week that this scenario has taken place.

Adapted from The Forum on Education Abroad
Level 2 Situations

- Chronic mental health situations that typically involve some degree of disturbance in the student’s daily functioning including sleep, appetite, eating, attendance, attitude, motivation, concentration, energy levels, etc. These are issues that typically students brought with them to the program.
  
  Examples:
  - Disordered eating
  - Past sexual/physical/emotional abuse or witnessing traumatic events
  - Chronic depression or anxiety that either is untreated or isn’t responding well to treatment

- If ignored or inadequately addressed, can escalate to level 3

- Protocol: Employ emotional first aid techniques and consult as soon as possible with internal/external networks of expertise for support and advice.

Adapted from The Forum on Education Abroad
3 days into the program an international student with moderate English has what appears to be a dissociative episode. 2 hours later he seems to snap out of it and asks you if he has just been acting oddly.

In your follow up conversation, he implies that this is not totally unusual but is evasive in his answers.

His screening paperwork gives no indication of a counseling history.

Adapted from The Forum on Education Abroad
Level 3 Situations

• Acute (rapid onset) serious situations that in the vast majority of cases will require immediate psychiatric and/or medical attention.

  Examples:
  • Recent sexual assault or rape
  • Suicidal ideation with or without plan, access to means, or previous attempt(s)
  • Consistently irrational behavior or statements of any kind of dissociative behavior
  • Eating issues in which there is a potential for risk of medical complications

• Protocol: Don’t leave the student alone! Employ emotional first aid techniques and reach out to home campus crisis team/external (including local) networks of expertise immediately.

Adapted from The Forum on Education Abroad
Level 3 Example

A student who is taking multiple psychotropic meds seems to be getting progressively agitated over a several day period.

You contact his parents who say he is still adjusting to a new medication but that he should be fine.

The student submits an examination that is full of suicide ideation.

Adapted from The Forum on Education Abroad
Providing Support In The Moment

What do you want/need?

Don’t just do something...sit there

Active listening...aka empathy

Adapted from The Forum on Education Abroad
Self-Care for YOU

- Don’t go it alone…consult
- Setting limits on time, frequency and depth of supportive interactions is appropriate
- Tend to each, sleep, exercise, and social connection
- Practice mindfulness

*Adapted from The Forum on Education Abroad*
Stay/Go Home Decision Making

• Criteria to press for sending home
  • Harm to self or others, disruption to others, significant behavioral issues
  • Location and the availability/adequacy of local support resources

• Involve Student and Family as much as possible
  • Generate alternatives to “just pressing on”

Adapted from The Forum on Education Abroad
Student Health Services
Student Health Services Contacts:

Christine Charbonneau MSPH, MN, FNP-BC
cpcharbo@vcu.edu

Karen Kirby, MD
klkirby@vcu.edu

Bernadette Ucci, MD
bucci@vcu.edu
Emergency Response
Emergency Response

• Be prepared (and organized!): have a first aid kit, passport copies, health, prescription and emergency contact for each student, important phone numbers, handbook, contact for US embassy, your cell phone, etc.

• Develop a 3-phase plan

• Consider creating an emergency card for each participant
Emergencies

- ANY hospitalization
- Missing student
- Arrest of student
- Crime against student
- Rape or sexual assault
- Severe food poisoning or allergic reaction
- Disease outbreak amongst students
- Anything of a psychiatric nature
- Any incident involving injuries
- Natural disasters
- Terrorist attacks
- Civil Unrest, Political emergency, Outbreak of war, etc.
Crisis Response Steps

1. Seek appropriate care for student and alert VCU as soon as possible (24/7 contact)
2. Coordinate with embassy or local authorities as necessary
3. Keep written log: INCIDENT REPORTING (new)
4. Don’t make any public statements
Emergency Response Guidelines

• Please call, don’t email. (434-996-2816)
• When in doubt, report it.
• Train students on what to do if something happens to you, and have a back-up faculty or on-site contact available
• Encourage students to communicate to parents, or create Facebook group
Title IX

http://www.titleix.saf.vcu.edu
What is Title IX?

A gender equity statute

20 USCA Sec. 1681(a)

Provides that:

no person in the U.S. shall,  
on the basis of sex,  
be excluded from participation in,  
be denied the benefits of,  
or be subjected to discrimination  
under any education program receiving Federal financial assistance

Once a school knows, or reasonably should know, of possible sexual violence, it must take immediate and appropriate action to investigate or otherwise determine what occurred.
What is covered by Sexual Harassment/Discrimination?

• Harassment is a form of discrimination

• Conduct of a sexual nature that is unwelcome [conduct can be verbal]

• Denies or limits access to an educational benefit

• Sexual harassment, which includes sexual violence, is a prohibited form of sex discrimination under title IX; sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

• Can be quid pro quo

• Can be hostile environment [ex: pics, postings may create a hostile environment] ASK: is it sufficiently serious to deny or limit an educational benefit
What to do if a student confides in you

Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality. If a student comes to you, inform them of your duties and the level of privacy you can maintain. Tell the student, "All confidentiality has limits. If there is a danger to you or someone else, or if there is a serious threat to the community, I would have to get someone with more authority to help." Know the university resources so you can help students make informed choices about who can best assist them.

1. Ensure the student's safety.
2. Encourage the student to report to VCU Police.
3. Provide the student with resources.
4. Report the incident to the Title IX Coordinator.
Confidential Support Services

• **University Counseling Services**, at Monroe Park (804) 828-6200, at MCV (804) 828-3964
• **University Student Health** at Monroe Park (804) 828-8828, at MCV (804) 828-9220
• **The Wellness Center** at 804-828-7949

*Confidential resources adhere to professional, legal, and ethical guidelines established by professional organizations and state law. Legal and ethical exceptions to confidentiality may include: when there is a clear and present danger of harm to you or others; when there is knowledge or suspicion of abuse or neglect of children or elderly persons; when a court subpoenas clinical records; or as otherwise required by law.*
Title IX Coordinators – Names and Contact

**Student-Only Involvement**
Tammi Slovinsky  
Deputy Title IX Coordinator for Student Affairs  
(804) 827-1963  
[tslovinsky@vcu.edu](mailto:tslovinsky@vcu.edu)

**Student-Employee and Student-Third Party/Other**
Laura Walsh Rugless  
VCU, Title IX Coordinator  
[lrugless@vcu.edu](mailto:lrugless@vcu.edu)  
Office: (804) 828-6404
Title IX in summary

• When a report of sexual assault, domestic violence, dating violence, or stalking is received, **time is of the essence** in responding.

• You can never handle reports of violence “in house.” You should not conduct an investigation or take other action except in coordination with VCU’s Title IX coordinators.

• **Never seek to mediate** reports of sexual assault or bring parties together to discuss and attempt to resolve complaints.
Title IX Case Study: King v. Eastern Michigan University

• A faculty member’s indifference to hostile environment in a South Africa program that brought trauma to female participants, and Title IX violations as found by Federal District Court.

• During first week of program, a male student entered a female student’s room without permission and without knocking; also, male students used gender-specific, derogatory names to address female students;

• When female students asked to be called by name, gender-specific slurs increased and was a daily part of the men’s vocabulary and interaction with the women; Dr. Okafor did nothing to address it.
Title IX Case Study: King v. Eastern Michigan University

• Dr. Okafor was also present for other hostile events that occurred from the tour bus, at a nightclub, and at a liquor store

• Female students approached Dr. Okafor about concerns for the program, but no changes resulted;

• The plaintiffs’ claimed a hostile environment impacted their ability to take full advantage of the educational program, and the supervisor allowed this atmosphere to persist;

• In conclusion, the court ruled in favor of extraterritorial application for Title IX with study abroad.
Insurance
AIG Travel Assist

- Covers authorized travelers of VCU and the VCU Health System when traveling abroad on university business

- Covered Travelers Include:
  1. Faculty and dependents
  2. Staff and dependents
  3. Students
  4. Other invited travelers/volunteers *

* Confirm coverage with VCU Insurance & Risk Management prior to travel
AIG Travel Assist

Evacuation services (all authorized travelers):

1. **Emergency Medical Evacuation**: medically necessary transportation to nearest hospital or appropriate medical care facility. Includes medical services/supplies necessary during transport*

2. **Political/Security Evacuation**: Political/military event involving the host country resulting in an advisory by appropriate authorities to leave the country

3. **Natural Disaster Evacuation**: Official declaration of a natural disaster area by the host country. Area deemed uninhabitable or dangerous

* Travelers are otherwise responsible for their personal healthcare coverage
AIG Travel Assist

❖ Other services (all authorized travelers):

1. **Travel Medical Assistance**: physician referrals, emergency prescription replacement, medical payment arrangements (subject to re-payment guarantee)

2. **Worldwide Travel Assistance**: lost/stolen baggage assistance, lost passport/travel documents, ATM locator, roadside assistance, etc.

3. **VIP Concierge Services**: restaurant referrals and reservations, event ticketing, ground transportation coordination, etc.

4. **Security Assistance Services**: Security and safety advisories, global risk analysis, up-to-the minute information on current world situations

5. **Identity Theft Assistance**: Account monitoring, financial account investigation, credit review and fraud detector, etc.
AIG Travel Assist

Authorized travelers of VCU and the VCU Health System who are traveling abroad should bring with them a *Travel Assist* brochure which outlines the *Travel Assist* services, or the *Travel Assist* ID Card. Both include the following important information:

- Toll Free (within the U.S.): 1-877-244-6871
- Collect/Reverse Charge (outside the U.S.): +1-715-346-0859
- Email: travelassist@aigbenefits.com
- Policy Number: 9146660
AIG Travel Assist ID Card

Call 1-715-346-0859
Foreign Travel Resource Website

- Country specific travel alerts on emerging situations
- Information on how to stay healthy and safe when traveling abroad

To register: www.aigbenefits.com/travelassist

- Click sign in in the upper right corner and then click on register here from the sign-in page. Enter the email address where you will want to receive travel alert emails and policy number 9146660.

- The following user guides will assist you in navigating the website and taking full advantage of the information available:
  
  Travel Assist Website User Guide
  Travel Health User Guide
  Travel Security Awareness Training User Guide
Other Insurance

- General liability: covered as long as actions are within the course and scope of program; if illegal, no coverage

- Automobile: should purchase both liability coverage and the collision damage waiver available through rental agency (different than domestic car rental); don’t purchase other insurance such as roadside assistance
Personal Health Insurance

- Familiarize yourself with your personal health insurance coverage
- Your provider can assist you with:
  - Coverage questions specific to the country to which you’re traveling
  - Assistance locating in-network physicians
Personal Health Insurance: BCBS

- **Anthem offers** Blue Cross Blue Shield Global Core

- BCBSglobalcore.com

- Call the Blue Cross Blue Shield Global Core Service Center toll free at 800-810-BLUE (2583) or call collect at 804-673-1177, 24 hours a day, seven days a week.
Student Insurance

- All insurance/services provided by VCU
- ISIC Premium
- Personal health insurance
Case Studies
You receive a call at 3:30 AM from Tara, a student on your program, telling you that Kirsten, another student on your program, has been taken to the emergency room after drinking all night long, blacking out several times, and vomiting all over the dormitory.

What do you do, and what could you have done to prevent this?
A student on your program in Spain is pick-pocketed and had her passport and wallet stolen from her backpack while in the Prado Museum.

What do you do, and what could you have done to prevent this?
On your program to Ghana, a white student named Frank has become very agitated and withdrawn after an excursion to Elmina Castle, the site of a former slave castle. You speak to him on the bus on the way back into town, but he shuts down and says everything is fine.

*What might be going on, and how will you respond?*
One of the students on your program has been taken into custody by local authorities for possession of an illegal substance.

What do you do, and what could you have done to help prevent this situation from happening?
A student named Joe tells you that Brandi, another student on the program, has been asking the other students for money for meals. You confront Brandi and she tells you she has run out of money and has also not yet booked her flight home.

What do you do?

...and what could you have done to help prevent this situation from happening?
Financial Logistics
Contacts:
Paul Ginder, GEO Financial Manager  
pgginder@vcu.edu  804-828-3734
Jessica Abernathy, GEO HR Director  
jereid@vcu.edu  804-828-8471
Travel Authorization (Pre-Approval)

- **VCU Chrome River system**
- Select Paul Ginder as your “delegate”
- You will receive confirmation from your EA Advisor that your program has closed with sufficient enrollment.
- GEO will complete your pre-approval in Chrome River based on:
  - final enrollment numbers
  - existing budget that you submitted in the fall
- Should include all trip-related expenses (i.e. faculty per diem, tips, excursions, reg fees, miscellaneous (e.g. honoraria), travel advance (if applicable), foreign tuition to be paid, etc.)
Wire Transfers

All invoices requiring pre-payment should include the following wire transfer information:

- Vendor name
- Vendor address
- Vendor bank account number
- Beneficiary (Bank) Name
- Beneficiary (Bank) Address
- Beneficiary (Bank) SWIFT/CHIPS or routing number
- IBAN Number (for European entities)
Payments to Foreign Vendors

Recent change requires all vendors whenever possible to self-register in eVA, the state of Virginia’s purchasing system, in order to process payment.

1% of the total invoice price has to be paid by the vendor to eVA for each order.

Foreign vendors must complete a W-8 BEN form (filling out the name, address, country, signature and date) to be set up by VCU and prove that they do not owe US taxes.

Airfare

Contact Christopherson Business Travel to reserve your flight(s). Airfare (and Amtrak train tickets) MUST be purchased through Christopherson, the university’s travel agent.

If not, you will not be reimbursed!
Airfare

The Christopherson agent will require a trip approval number to purchase your flight. GEO will notify you once your pre-authorization is approved and provide you and/or the Christopherson agent with your trip approval number.

**Note that if your plans include ANY personal travel you must procure an additional quote for the business travel only at the time of booking and pay for your flight. You will be reimbursed up to the amount of that quote when you return.**
Travel Advances

(If necessary...)

• GEO (Paul) will calculate the amount of your advance to include expenses that haven’t been pre-paid

• Advances are deposited a maximum of 10 days prior to your departure. Please notify GEO if you haven’t received your advance within 5 days of your departure.

• Advance Payback is due within 30 days of your return. Failure to reconcile your reimbursement or payback your advance within 45 days of your return will result in a future ban on travel advances
Receipts/Documentation

• Make sure you obtain and can provide absolute proof of payment for EVERY financial transaction

• Group meal receipts MUST itemized showing what was ordered (so we know you’re not getting alcohol…chicken vs beef not as important, but could say “7 dinner entrees,” for example)

• ALL lodging receipts (hotel or apartment) must show dates of stay, amount charged each night, person(s) using the room, location, reason for the stay, method of payment and zero balance due or be accompanied by a CC statement that proves payment

• Pay for group entrance tickets in one lump sum and submit receipt marked PAID or showing a zero balance. If impossible, submit entrance ticket for each participant.
Receipts/Documentation

• If payment was made with US dollars, mark USD beside the amount paid.
• Be sure currency paid and the amount is clear on receipt
• Translate receipt into English
• Take a small receipt book to use with vendors without receipts. Be sure date, vendor names, items purchased, dollar amount, and method of payment are shown. If possible, get a store stamp on your receipt or a signature of a rep of the vendor.
• If renting a vehicle outside the US, only limited damage waiver-LDW and collision damage waiver-CDW are reimbursable insurance expenses (i.e. trip cancellation, personal, health or life insurance is not reimbursable).
Receipts/Documentation

• If you use a credit card, you may submit a statement along with the actual receipt, especially if the receipt is not detailed enough for Accounts Payable. This is also helpful if the amount paid differs from the online conversion rate for the date of purchase, as most credit card companies assess a small fee for international purchases.
• Credit card statements should also be provided when applicable to indicate the amount paid in US dollars.
• ALL RECEIPTS MUST BE TRANSLATED AND CLEARLY MARKED TO REFLECT THE TRANSACTION IN ORDER TO MEET THE STATE/UNIVERSITY REQUIREMENTS.
Receipt Retention

• If you are missing a receipt that is worth more than $25 USD, you have 2 options:
  • Reduce the expense to $25 if it is public transportation or classified as a miscellaneous expense
  • Provide a detailed memo signed by the Office of the VP approving the missing receipt. The entire expense will need to be charged to your departmental local funds (4 or 6 ledger)
Receipt Submission

• Submit all receipts within 2 WEEKS of return
• All required itemized receipts should be retained for reimbursement. In Chrome River, your receipts will be scanned and uploaded.
• Mobile app

• DO NOT USE TAPE OR HIGHLIGHTERS ON RELEVANT PORTIONS OF YOUR RECEIPTS. They may denude the print on the receipt.
Travel Advance Payback

• If your reimbursement does not cover the advance amount, you will need to write a check payable to VCU for the excess and note “TRVADV payback” on the memo line.
• This check will accompany your reimbursement to VCU Accounts Payable.
Upon Your Return
• Student surveys
• Communicate outcomes
• Share your stories, educate others about your experiences
• Photo contest
• Begin planning for following year
• Engage returned students and RECRUIT!
• Peer advisor program
Questions?