



Trip Leader Handbook

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Proposal & Approval Process

LU Send Timeline

- Trip Proposal is received via LU Sends online application - [Proposal Link](#)
 - Proposal is reviewed by the Director of Academic Operations, Audrey Hammond.
 - NCAA and Co-Curricular proposals are reviewed by LU Send's Executive Director, David Welch.
- Proposal is held until all departmental approvals are received.
- Proposal is approved and signed off by the Provost Office to approve academics and excused absences.
- Proposal is returned to Director of Academic Operations, Audrey Hammond.
- Director of Academic Operations, Audrey Hammond, hands off Approved Proposals to The Associate Director of Travel Logistics, Brittany Liberto.
- Brittany Liberto meets with LU Serve to access service affiliates for the trip.
- Once Academic, Service, and Cultural aspects are approved fully, Associate Director of Travel Logistics introduces the Trip Leader to their assigned Trip Coordinator, via an introductory email (approximate time: 1 year before trip's departure).
- Trip is officially passed off, and the details/planning can begin!
 - Keep in mind, some logistical details have been discussed post approval, but LU Send will cross-check the service/logistical components with our list of approved vendors (and LU Serve's affiliate organizations).
 - When necessary, LU Send and LU Serve will meet to discuss any outstanding questions/concerns before passing the trip off to the Trip Coordinator. In such cases, faculty will be notified of any necessary delays

Deadlines & Considerations when submitting proposal(s)

Proposal Deadlines:

- Visit the LU Send Faculty Portal to find the current deadlines.
 - [Faculty-Led International Travel](#)
 - [Domestic Travel](#)
- Proposals will not be accepted past the given deadlines.
- Proposal deadlines will be communicated to Head of Department and Admin Assistants through an official Email from the Provost office.
 - All trips proposed for a School must integrate academics, and any Co-Curricular/Athletics trips should prioritize key learning objectives.
- Dates will be communicated during Faculty Orientation Week, as well.

Consideration's before proposing a trip:

- All academic trips must integrate course credit.
 - If possible, work with your department to require courses on students' DCPs.
- All trips must engage with culture.
 - LU Send will vet all vendors. It is expected that each itinerary be intentionally considered, to assure that travelers walk away with a better

understanding of the social, religious, economic, customs and beliefs of the cultures they are visiting. It will be our goal to assure that travelers walk away with a feel for the language, art, and traditions within the countries they visit.

- All trips must apply a service component.
 - LU Send and LU Serve will work with you to assure that each service opportunity is vetted to enhance the overall experience for faculty/leaders and travelers. It is our goal that each service opportunity line up with the department's academics or respective area of focus.
- All Service Partners must be approved through LU Serve.
- All in-country Vendors must be vetted and approved by LU Send.
- It is not assumed that a LU Send logistical leader will be able to travel alongside you, therefore it is important for you to consider all of the logistical needs within your trip.
- All course work and travel must be done in the same academic term (apart from Winter J-term trips, which can be given credit towards the Spring semester).
 - Within 7 days of the beginning or end of an academic term to qualify for student block tuition/financial aid for residential students.
 - This is not necessary if a trip is targeting online students exclusively.
- When considering your teams group size, please consider that you must have a minimum of 10 passengers to be considered for group airfare. You will also need one leader per 10 travelers, as well as a male and female representative for all mixed gender trips.
 - It is generally discouraged for two or more faculty of the same gender to propose a trip together due to the need for both genders to be represented among leadership.
- Be realistic about your pool of prospective travelers and the ability to recruit. Most LU Send trips average 15-30 participants. With most of our vendors, economies of scale are generally met when a trip can come close to filling a motor coach 30+ participants with 3 trip leaders is a good rule-of-thumb.
- In order for a faculty-member to receive compensation for instructional hours enrollment across academic options must equal to 5 travelers, this does not include those travelers who are traveling to receive CSER credit.
- All Syllabi must be approved by the Provost. Syllabi must be submitted with your proposal, before the proposal deadline.
- CSER is not guaranteed on every trip and will be discussed on a case-by-case basis. A minimum of 10-hours in-country will be required to offer CSER, along with 10 additional hours of preparation, research and working on a project/paper. The service hours can be performed separately from the academic track as long as at least one trip leader accompanies the CSER students.
- Spouses or immediate family members over the age of 16 of trip leaders are permitted to participate in LU Send trips but must first be vetted by LU Send. The cost for a spouse will not be covered, unless they are one of the credentialed leader

- representatives (adjunct or full-time faculty, or full-time staff at LU are eligible to lead trips, GSA's can act as secondary leaders as well). LU Send makes every effort to minimize the cost of participation for non-credentialed spouses and most often the participation costs are greatly reduced from general participant costs. Please speak with your trip coordinator if you have questions.
- In certain exceptional cases, a spouse of an LU trip leader can act as a required gender representative for a trip. This does not qualify for any financial subsidy but will allow for more flexibility in a trip being proposed by two or more leaders of the same gender.
 - LU Send is glad to advise and answer questions in the process of P-Card and Cash Advance reconciling, however it is ultimately the leader's responsibility to correctly reconcile all trip related expenses.
 - Currency returned to Liberty University must be in US Dollars. Many foreign currencies are not translatable in the USA. Please make every effort to convert foreign currency in that country before returning to the USA. Please return all remaining cash advance monies to the Cashier's office within two weeks of your return.
 - Summer trips will require residential students to pay tuition out of pocket, however, please note the summer tuition is greatly reduced and many students come out ahead.
 - Double Course credit cannot be offered to students on most LU Send trips, however, if a trip is at least 16+ days in length, double credit may be offered if approved by provost and apartment head.

Trip Leader requirements

- LU Send trip leaders must attend faculty trainings.
- Leaders must attend the following meetings with your LU Send Trip Coordinator.
 - Introductory Meeting (12 to 11 months before departure)
 - Pre-departure Meeting (1 to 2 months before departure)
 - Post-trip Debrief (1 to 2 months after you have returned)
- Plan at least 3 pre-departure meetings with your team.
 - This should be done once your team is filled (3-4 months before departure).
 - Be sure to review the 5 video trainings and questionnaires via Blackboard.
 - Cultural Intelligence
 - Cross-cultural Discipleship
 - Spiritual Warfare
 - Travel health
 - Global Security
- Depending on the location and the assumption of risk within the country you are traveling, risk management may have to be consulted for approval.
- For Faculty, Chairs and Deans are required to sign off on the trip and its academic option(s). For staff leaders, Department Directors, and possibly others, are required to sign off.

- The academic option is eliminated for athletic teams, as long as they are intentionally integrating their sport into the trip.
- Ultimately the Provost office will approve or deny all proposals.

Trainings

Cultural Intelligence

The first training piece is to complete a Cultural Intelligence Assessment that takes 15-20 minutes; this Assessment will help you gain insight on your personal level of cross-cultural intelligence and provide practical ways to improve it. Each of your student travelers will also be completing this assessment so that you will be able to debrief it together during one of your pre-departure meetings. You will receive an email from the Cultural Intelligence Center with a link to your CQ Assessment, once the CQ payment of \$22 is paid, which will be invoiced to your trip budget. Please check your junk mail folders for this email!

Also, please remind your students to complete this assessment at least one week prior to your pre-departure trip meeting and ask each of them to print it out or to email you the PDF to print out for them.

Safety & Security

The Safety & Security training session will review travel safety and risk management, Title IX considerations, LU Send expectations, and a Q&A session with previous trip leaders to answer any questions you may have.

You will receive more specific information about this training. This training session is required if you have not attended this meeting within the last 18 months. This is to assure that all trip leaders stay up to date with the latest information.

Preparing your team for departure/return

The amount of trainings, content covered, and other pertinent details will once again dependent on the nature of the trip. As a minimum, it is expected that every group meets at least three times before a trip departs, with the purpose being to cover basic training content, go over important logistical details, and to give opportunity for the team to meet and connect ahead of traveling together.

As stated above, LU Serve & LU Send will provide you with 5 video training modules to help train and prepare your travelers. These trainings will be located in the Blackboard International Traveler Training course. As the Trip Leader, you will need to facilitate this training among your team. In order to do this, watch the five videos ahead-of-time to become comfortable with them. As a team, you will talk through the discussion questions posed in the videos. The five training video modules are on: Cultural Intelligence, cross-cultural discipleship, spiritual warfare, global security, and travel health. The attached document is a resource that you may find helpful to reference when leading your students through this training.

In addition to the pre-trip meetings, it is also expected that every group meet one time upon returning from their trip (either in person or through web conferencing). The intended purpose of this debrief meeting is to help students further process and consider the long-term implications of their short-term experience abroad. Tangible next steps should be discussed, including internships, study abroad opportunities, and pertinent local opportunities.

Note: If your trip involves online students, it is necessary to utilize a conference call or WebEx meeting. WebEx is a great best-practice as it also allows trip leaders to record the meeting and send it out later to anyone who missed meetings. To register for a WebEx meeting, please visit LibertyU.WebEx.com.

To request a classroom space (with or without Web Camera-capabilities), please register 2+ weeks in advance with University Events by clicking this [Event Request Link](#).

Recruitment

Marketing

- Although promotion and recruitment may look different based on which school or department you represent, the target demographic (residential/online), etc., it is LU Send's expectation that the trip leaders will be the primary promoters and recruiters for their trip.
- LU Send will supplement the individual efforts of the leaders with the following:
 - PowerPoint – you can use this for class promotion/announcements
 - Splash page announcements
 - Campus wide/Convocation pre-roll
 - Social media
 - Pamphlet handouts
 - Web Banners
 - Web images
 - Posters within your school/department
 - LU Send fair
 - CSER workers to promote your trip(s) twice a month within your school/department

Approving applicants

- LU Send seeks to provide confirmation on each applicant's status within **10 days of applying**. This means that the applicant status will go from "Pending Review" to "Approved LU Send." Please be sure to let your Trip Coordinator know which students you would like to accept/deny within this timeframe (Alternatively, you can opt to allow your trip coordinator to accept/deny on a rolling basis based upon selected prerequisites). You can do this by tagging the applicant with an "Approved by Department" tag.

Application Statuses

- **Pending** – Student has yet to finish their application. LU Send will send these students reminder emails to complete their application.
- **Pending Review** – Application is complete and ready to review. Once the applicant has been tagged by the trip leader as “Approved by Department” your LU Send Trip Coordinator will change their status to “Approved LU Send.”
- **Approved LU Send** – Applicant is tentatively approved at this stage, and must complete the post acceptance steps within two weeks of being approved.
- **Confirmed** – Applicant is fully confirmed and ready to travel. They will be responsible for getting any remaining documentation in and stay on course with their payment plan.

Primary Leaders and Co-Leaders

Establishing Roles (prior to departure)

Leaders work best together when each has a defined role and purpose. Each brings specific strengths, skills, and abilities to the trip experience, allowing for stronger academic integration, cultural engagement, and logistical oversight. Identifying each leader’s role on the trip, as well as, specific tasks that fit within it, will ensure each element of the trip is overseen.

Review the various responsibilities and tasks that accompany trip leadership below:

Logistics - Airport check-in, handling cash, hotel check-in, public transport, entry fees & tickets, emergencies, point-of-contact for the in-country vendor or field workers

Academic Integration – Who will be integrating the course content with the in-country experiences? Who will provide further commentary at sites? Who will oversee discussion groups, lectures, assignments, etc., while in country?

Cultural Engagement – Who will oversee cultural site visits and activities if not already planned by the tour provider? Who will connect with the field workers once in country to finalize plans for the service opportunities? Who will act as a liaison between your group and the field workers at the service activities?

Spiritual Application – Who will oversee devotionals, prayer, and debriefing? How will you ensure that students are challenged to consider what they are experiencing in light of their faith?

Working with Other Leaders on the Trip

In some instances, you will be working with others who fulfill leadership-type roles, such as tour directors, field workers, or representatives from the university or other organizations that may join your group for a certain amount of time. While these leaders may not be in official trip

leader roles, it is important to understand their function and how you are expected to work alongside them.

Depending on the individual's status, such as Liberty University leadership, you may need to make certain adjustments or decisions according to his/her directing. However, with leaders such as field workers or tour directors, you still have the authority to make final decisions, while taking into consideration their guidance.

Communication Practices

Make sure that you have a planned time each day to touch base with your co-leader. This could be first thing in the morning, during lunch, or at the end of each day. These times are instrumental in keeping co-leaders on the same page, in reviewing the day's events, and in preparing for the next day.

While it may seem elementary, it is important that you remember to praise publically and criticize privately. It is important that and the other leadership present a united front. If there is ever a decision that is made, or the way in which a situation is handled by your co-leader, that you disagree with, do not address it in front of the group. When your co-leader does something well, praise him in front of the group to further put forth that you and your co-leader are united. Pray for your co-leaders and for unity.

LU Send Policy

- As stated above, every LU Send trip should have a male and female representative
- For every leader that is proposed, the budget must be factored. Are there enough paid participants to cover the cost of these leaders?
- The trip cost cannot come out of LU Send's budget.
- Underfunded trips will be cancelled.

Logistics

Airfare

Group Airfare:

- Recommended for all teams that will have 10 or more travelers.
- Can be blocked up to 11-12 months prior to the travel dates.
- Cancellation and/or reductions are allowed without penalty up to 190-days from departure (if there are any alternative agreements, this will be communicated with you.)
- Final names and payment are not required until 40-45 days prior to departure.
- Names changes are allowed after tickets are issued.
- Though sometimes group pricing is higher than what you might find for a single ticket online, booking group airfare is still usually the safer way to guarantee the best fare for everyone based on all of the above.

- If it will create extreme delays or inconvenience, individuals are permitted to deviate from the group by changing their group ticket by sending their request to their trip coordinator, or they may be permitted to purchase their own flight.

Individual Airfare:

- Used for teams of less than 10 passengers (or potentially less than 10).
- Seats are often limited, and rates are not guaranteed until purchased.
- Individual fares are non-refundable with **no name changes** and must be paid for immediately.

Fare vs. Care principle:

- The lowest fare may not always be the best option for your group as some carriers will offer obscure arrival or departure times or very long layovers for lower fares. It is important to weigh cost versus convenience.
- LU Send will work to ensure the best possible price while making every effort to involve you, as the team leader, in the decision before confirmation.
- As a rule, trip leaders will have a limited amount of time (24-48 hours?) to speak into air choices before a confirmation is made.

Deadlines:

- There are several deadlines associated with Group and Individual Airfare.

Group Airfare –

- Deposit – Initial payment and signatures are due 2 weeks after confirmation has been made (This is sometimes waived by our Air Vendors; however, a verbal confirmation or signature is required within 24-48 hours to hold price/space).
- Utilization – The number of travelers is due 190 days prior to departure.
- Ticketing – Passport names and final payment are due 119 – 90 days prior to departure.

Individual Airfare –

- Ticketing – Passport Names and payment are due upon confirmation.
- Please be as responsive to your Trip Coordinators, as delays in communication can lead to difficulties in processing flight request.
- Please adhere to all deadlines given to avoid any unwanted surprises. Deadlines are set by the airline, not LU Send, and are not negotiable.

Trip's Budget

Line Items

The items below will be factored in each budget.

1. Airfare

- Airfare cost will be shared with you as early as 10-11 months before departure!
- 2. Lodging/Tour "Land Package"
 - A contract will be shared with you with the complete list of cost and services given from your in-country vendor.
- 3. In Country Transit
 - This cost is usually included in the "Land Package" cost.
- 4. In Country Food
 - Some trips prefer for meal cost to be covered within their trip cost, for convenience.
 - This is not a required cost.
 - Many hotels provide special group rates for including either quarter-board (breakfast only) or Half-Board (dinner and breakfast).
- 5. Tips
 - Tips vary based on the location.
 - Some vendors include tip cost within their contract.
- 6. Stateside Transit
 - LU Transit will provide 32 or 52 passenger buses for transportation from Liberty University to your airport.
 - If the team isn't in need of transit, LU Send will book a rental car through Egencia. LU Send is happy to provide a driver to drop off and pick up leaders.
- 7. Excursion
 - Generally, vendors will factor these costs within their contract, but these should be pre-planned and should not come from cash advances.
- 8. Travel Insurance
 - Travel Insurance is provided for all LU-affiliated travelers and guests on international trips. The cost breakdown is as follows:
 - **Students** - Monthly - \$43.15 or Daily - \$1.59
 - **Guest of Students (dependents)** - Monthly - \$92.89 or Daily - \$3.40
 - **Faculty or Staff** - Monthly - \$65.94 or Daily - \$2.42
 - **Guest of Faculty or Staff (dependents)** - Monthly - \$143.04 or Daily - \$5.23
- 9. Government Fees
 - This will cover Visa cost.
 - This does not cover a student's Passport costs.
- 10. Background Checks
 - If a student does not have a background check that can provided by their school (Example: Education, Counseling, Nursing), LU Send will need to charge a \$15 background check fee.
- 11. Contingency Fees
 - LU Send charges a contingency fee of \$100 (International) and \$50 (Domestic).
- 12. Medical Supplies

- This line item, is predominantly for nursing trips.
- Med-Kits are free to travelers and not associated with this cost.
- 13. Emergency Funds**
 - Depending on the location of travel, emergency cost will vary.
- 14. CQ Assessment/Test**
 - CQ Test must be taken by each traveler.
 - This test is good for 18 months.
 - The cost for this test is \$22 and will be paid through the applicant's application portal.
- 15. Miscellaneous**
 - This is for any cost that are not listed above.

Leader Cost

- 1. Per Diem**
 - Per Diem is not required but can be incorporated in the trips budget. This will up the cost for travelers, but something to consider credentialed leaders since they are traveling on business.
 - There are three options for Trip Leaders to consider when covering the cost of meals and incidentals.
 - From the trip budget (paid for by students)
 - Per Diem paid for by their department (NOT LU Send)
 - Decline (decreases costs for students, but must be declined by individual leader and for the trip as a whole)
 - For more information on reconciling Per Diem cost [CLICK HERE](#).
- 2. Single Supplement**
 - A single supplement is a charge paid by a solo traveler to compensate a hotel or cruise line for losses incurred because only one person is staying in a room or cruise ship cabin. Most hotel rooms and ship cabins are built under the assumption that at least two people will occupy them.
 - Leaders are entitled to their own room on trips. Leaders are not permitted to room with an unrelated student but can opt to room with another leader of the same gender to save on costs. If a spouse travels, the single supplement will be deducted from the cost (as the leader is already entitled to that space).
- 3. Spouse/Guest Costs**
 - Spouse or guest cost will be calculated using the trip cost, less the single supplement cost.
 - The "additional guest cost" will need to be charged for each spouse or guest. Please see the insurance cost breakdown above for more information.
 - The spouse staying in the room should not need to pay additional costs (cost less single supplement).

Itinerary & Team Expectations

Expectations prior to departure

- The development of an itinerary is regarded as a team effort, involving various parties which can include: the lead professor, additional leaders, LU Send, LU Serve, the Tour Company, necessary NGO's/mission organizations, and Risk Management. It is, however, the goal of LU Send to ensure that the trip leadership's vision and expectations for the trip are reflected in the development of the itinerary. Thus, the primary leader should be prepared to work through the planning and development of an itinerary, recognizing that it sometimes takes a good deal of back and forth conversation between all necessary parties before the final itinerary is set.

Expectations while overseas

- Daily Devotional/Payer - It should be the goal to start each day with devotions and prayer. The way this is facilitated looks different according to group size, location, leader's goals, etc., providing maximum freedom for leaders to function within their gifting, goals, and creativity.
- Debriefing - It should be the goal to finish every other day, (plus additional debrief sessions for challenging/heavy days) with a team debrief. Similarly, to the devotional & prayer time, debriefs can look different according to context. The overall goal, however, is to provide intentionality, structure, and stability in an effort to help students process well, not become overwhelmed, and walk away with greater, holistic learning and growth.
- Overseeing & Monitoring of Student Health - Though it is the goal for students to be equipped and educated to take care of themselves in a cross-cultural setting, there will undoubtedly be challenges that arise. This could include but is not limited to minor/major illness, traveler's diarrhea, dehydration, fatigue, heat-stroke, anxiety from culture shock, etcetera. Leaders should take these potential realities into mind, and intentionally provide extra care and concern.
- Ensure students always have enough water and remind them to drink regularly. In hot dry climates it is especially important as one may not realize they have become dehydrated.
- If a student has traveler's diarrhea or stomach bug that lasts longer than 24 hours, it is important for a trip leader of the same gender to bring the student to a local clinic for treatment, and to ensure they do not have dehydration, electrolyte imbalance, etc.
- Provide over-the-counter medications included in the medical kit.
- Trip leaders (who are not medical professionals) are not permitted to administer antibiotics or other prescription drugs unless they are prescribed to that individual, but any necessary prescription drugs will be reimburse by the travel insurance, and can be placed on the leader's P-Card.
- Encourage students to rest well and often. This may include encouraging them to sleep extra on planes (instead of watching movies and playing games), as well as

- sleep enough each night (instead of streaming Netflix, scrolling through Social Media, late night pillow talk, etcetera).
- This is especially relevant on overnight transatlantic flights which land early in the morning, allowing for a full day of touring upon arrival.
 - Adjust the itinerary on the fly, should the group as a whole need extra rest, less walking, etc.
 - Stay Positive – This may seem rather elementary, but the reality is that unexpected challenges are sure to arise on every short-term trip. Your ability to respond appropriately, with positivity, patience, and perspective, while honoring all parties involved (tour provider, guides, airlines, LU entities, service engagement partners/affiliates, students, etcetera), will go a long way in protecting the quality of the trip and a positive student experience.
 - Communication with LU Send – Recognizing that travel always includes updates, changes, or spontaneous needs/request, it is necessary that leaders communicate effectively with LU Send. Should there be a diversion to the itinerary, safety concerns, injuries or illness to team members, incidents to report, pertinent needs, etcetera, it is imperative that LU Send is made aware as soon as possible. This will ensure that other parties such as Risk Management and Executive Leadership are aware of the situation and ready to assist as needed. This is especially relevant when trips require an unexpected layover or diversion, allowing participants to experience a different country than expected.
 - This is especially relevant when trips require an unexpected layover or diversion, allowing participants to experience a different country than expected.
 - Specific logistical responsibilities vary according to trip; however, it is understood that the leaders have an organized plan in place to effectively take care of all logistical needs. This includes, but is not limited to, expenditure tracking, receipting collection, timely expense reconciliation, tip disbursement, medical kit tracking, etc. Additionally, a plan for keeping track of the entire team (e.g. cluster system with cluster-leaders, buddy system or count off method) should be planned and implemented at the beginning of the trip.
 - Reminder! If you have any uncertainties or questions, do not hesitate to consult the LU Send Logistics Hotline (434-414-1441) or the LU Send Emergency Hotline (434-6LU-Send) and your point of contact at LU Send will answer your questions or request additional insight from other pertinent parties, as necessary.

Working with Field Hosts

Overview of Engagement

- We strive to see students engage many different facets and layers of a culture during their time abroad. This is best accomplished through time spent with people, from eating at local restaurants, taking local transportation, striking up conversations while waiting in line, and serving alongside local workers in pre-arranged service projects. We

trust this will develop in them a deeper understanding, respect, and report with the culture and people that has so graciously hosted them.

Respecting Field Hosts

- Typically, your field hosts have lived in the host culture for a long time, therefore they are the “cultural experts,” providing a unique perspective of a foreigner’s view of the culture. Observe their actions first before acting. There may be times when something that a field host does may not make sense to you. Be sure to watch their actions and follow their lead before jumping in and doing things your own way. This can also be used this as a teaching opportunity for your students to ask questions.
- Remember that the work your field hosts are doing is already more than a full-time job and that hosting teams can sometimes be exhausting. However, they are extremely happy to host because they want to have others join in with the work they are doing. This presents a unique opportunity to serve the hosts in any way possible. This could be as simple as praying for them or asking before the trip if there is anything that you can bring to them from the states.
- In case of an emergency, follow the directions of the field hosts as they will know what to do if a situation arises.

Money & Budget

LU Protocol

- **Reconcile expenses** - All purchasing card (p-card) transactions and cash advances must be reconciled upon return. The p-card holder, or name in which the cash advance was issued, is required to reconcile these expenses. Liberty requires receipts for any purchases that come out of university funds. Foreign currency exchanges and purchases must be recorded in the Foreign Exchange Rate Worksheet in Infor. If a meal will be reconciled as a Business expense, the organization, names and positions of all guests are required for reconciling purposes.
 - For more information on how to reconcile your expenses [CLICK HERE](#)
- **Track receipts daily** - All purchases made with university funds require a receipt. Foreign receipts in a language other than English require a translation written on the receipt as well as the exchange rate. If a receipt is not issued (i.e. tip for tour guide, luggage handling, etc.), a receipt can be written using a receipt book or a Missing Receipt Form can be completed. It is best practice to track your receipts daily, including purchase description and currency exchange rate.
- **P-card prior to departure** - LU Send will alert the P-Card Office of all faculty and staff traveling with a university p-card.
- **Per Diem** - Per diem should be provided by each leader’s respective department or LU Send will ensure all meals are covered in the student cost. Check with LU Send if you are unsure of how additional meals and incidentals will be covered.

- **Lack of Funds** - If your university p-card does not work during travel, please contact the LU Send Logistics Hotline (434-414-1441), so that we may notify the P-Card Office. LU Send can also wire funds in the case of an immediate need/emergency.
- **Cash Advance** - Requests for a [cash advance](#) related to travel or other University expenses are reviewed by the Procurement Department and may be approved for amounts greater than \$100. Advances for per diem may be authorized for travelers without a P-Card and only if the total amount is greater than \$100. Cash advances should only be used when all other resources have been exhausted.

Handling Money

Do before Your Trip

- Calculate the amount you plan to spend on the trip and try to exchange it all at once. Both your home bank and the foreign bank can charge a flat rate fee for exchanging, so the more you exchange at one time, the more cost effective it will be.
- Check with your in-country hosts or research tipping customs beforehand.
- Alert your bank to your travel plans so that your personal cards can be used internationally.
- Check your bank's foreign purchase fees, including ATM fees.
- Counsel students in how to budget for the trip. Some students may be inclined to spend a large portion of their funds early. Help them to think through what expenses they will have (meals, snacks, souvenirs, etc.), the length of the trip, and how to best spread out their spending.

Do During Your Trip

- Handle money with extreme care and caution, carrying it close to your person, and keeping it out of site, especially when taking it out to pay for something.
- Exchange in larger quantities as you get a better exchange rate.
- Exchange either by cash at a bank or by card at an ATM. Exchange only at banks or ATMs that are located outside of banks or that are affiliated with the large banks in the country.
- Have both cash and card available as some many places will only take cash.
- Beware of money scams by counting your money before you leave to ensure that you have the correct amount and that it is all legal tenders.

DO NOT keep all of your money in one place (instead, keep some in your personal bag, some in your suitcase at the hotel, and keep it hidden as much as possible).

DO NOT pull out a large amount of money when you are preparing to pay for something, instead only pull out the amount that you will need

DO NOT lend money to students or others on the trip. Make students aware ahead of time that you will not be able to lend them University money as all of the University money must be accounted for.

Excess Funds

- Some trips will have extra funds at the end of the trip. We try to avoid this in order to provide the best possible price for our students, however, if there happens to be excess funds, here are some guidelines to follow, per University policy:
 - Emergency funds sent in the form of a cash advance are not issued to cover student meals/activities. Such expenses should be pre-planned.
 - If you plan to donate some funds to the in-country vendor/partner, please speak with your Trip Coordinator at the beginning of the budgeting process to assure these funds are amended for.
 - Funds must be allocated to a specific service or item. LU Send cannot send “donations” for excess cash to in-country providers.
 - If there are excess funds post your return, due to students who have dropped from the trip and passed refund deadlines, etc., you must submit a special case proposal form to LU Send to request that these funds be dispersed towards a charity, medical supplies, etc. It is preferred that the funds be budgeted prior to sending out the advertised price. It is LU Send’s goal to get a trip budget set where there is no foreseeable revenue.

End of Trip Responsibilities

Students

- Allow for an end-of-trip group debrief in which students can talk through their experiences together. Ask them to share things like what they enjoyed most, what about the culture continues to challenge them, and what they plan to tell family and friends.
- If possible, plan for a trip reunion within a couple months of returning. This allows for students to continue processing their experiences, while hearing from each other. Post-trip debriefs are a beneficial way for travelers to make sense of any disconnect they may feel towards their home culture, and in thinking through how to pursue future cross-cultural opportunities.
- Overview any remaining coursework that is required upon return.
- Remind students to complete the Cultural Intelligence T2 Assessment if they completed a T1.

Liberty University

- Cash advances must be reconciled within 30 days from the initial receipt of cash.
- P-card transactions with a transaction date between the first and last day of a month must be reconciled and approved by the end of the 15th day of the following month.
- Return all LU Send-issued items within 14 days of return.
- If necessary, connect with LU Send to enter an incident reports into Terra Dotta.

Surveys

- Complete a LU Send Trip Survey within 14 days of receiving this from your Trip Coordinator.