

EDUCATION ABROAD

Flight Arrangements for Resident Directors

The Office of International Affairs will arrange group flights and individual resident director flights through Ohio State's designated travel provider.

This document explains the necessary steps for flight arrangement and payment in different scenarios for an approved deviation.

Group Flights

1. Office of International Affairs education abroad coordinator will work with University Travel Provider to secure quotes and reserve seats for the maximum number in-group flight situations. The Office of International Affairs is not able to purchase flights directly from airline or travel search engine websites such as Expedia or Travelocity.
2. Resident director provides passport scan to Office of International Affairs education abroad coordinator.
3. Office of International Affairs will process deposits and final payments for flights.
4. Office of International Affairs will issue flight itineraries and e-ticket copies during orientation.
5. Students are not permitted to deviate from the group flight.

Resident Director Deviates from Group Flight

By traveling as a group, students receive leadership and logistical support from resident directors. Therefore, at least one resident director is expected to travel on all flights with the group. A resident director may only deviate with special permission and may request permission by contacting the education abroad coordinator. If a resident director is unable to accompany the group, it is the responsibility of the resident director to:

- Request special permission from the education abroad coordinator, departmental chair and education abroad liaison by the program application deadline.
- Identify an alternate resident director to accompany the group during flights.
- Ask the college (or department) to pay for the flight and travel costs of the alternate resident director.
- Pay the cost of their deviation if it is for personal reasons.

Individual Resident Director Flights

Option 1 – Office of International Affairs purchases flight

1. Resident director provides passport scan to Office of International Affairs education abroad coordinator.
2. Office of International Affairs program coordinator will work with University Travel Provider to secure quote, which is valid for that day only.
3. Education abroad coordinator sends quotes to resident director.
4. Once resident director approves/selects flight, the Office of International Affairs will make payment directly to University Travel Provider.
5. No further action is needed from resident director.

Individual Resident Director Flights

Option 2 – Resident director purchases flight, submits for reimbursement

1. After students are admitted, Office of International Affairs education abroad coordinator informs resident director of the maximum allowable amount to be reimbursed for individual airfare.
2. Resident director purchases flight and provides itinerary, cost and proof of purchase to education abroad coordinator prior to travel.
3. Reimbursement for the full flight or up to the Office of International Affairs maximum allowable amount will occur after program concludes.

Resident Director Deviates with Individual Flight

Deviation: Different dates OR different airport routing from program-required itinerary.

- If resident director chooses to deviate from the program-required itinerary, resident director is responsible for purchasing the flight and submitting for reimbursement up to the maximum allowable amount (see Option 2 above.) If the deviation is for university business – such as research – the resident director’s home department may purchase the flight. The Office of International Affairs will reimburse the home department up to the maximum allowable amount.

