

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. The Office of International Affairs is not able to purchase flights directly from airline or travel search engine websites such as Expedia or Travelocity.
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 Deviates with Individual Flight

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

1. Resident director provides actual travel dates to Office of International Affairs education abroad coordinator. The Office of International Affairs is not able to purchase flights directly from airline or travel search engine website such as Expedia or Travelocity.
2. Office of International Affairs creates and provides a travel authorization (eTravel T#) for the maximum allowable amount to Uniglobe Travel Designers. The maximum allowable amount is based on the College approved program budget.
3. Resident Director contacts Uniglobe Travel Designers to arrange and book travel. If the cost of the resident director's flight exceeds allowable amount, Uniglobe Travel Designers will collect the difference from the resident director by credit card or check. If the flight is equal to or less than the allowable amount, nothing will be collected from the Resident Director.

If the deviation is for university business – such as research – the resident director's home department should create a travel authorization (eTravel T#) and purchase the flight with a university designated agency. The Office of International Affairs will reimburse the home department up to the maximum allowable amount.

