

## GLOBAL EDUCATION

## 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. The Office of International Affairs global education specialist will work with the university travel provider to secure quotes and reserve seats for the maximum number of participants in group flight situations. The Office of International Affairs is not able to purchase flights directly from airlines or travel search engine websites such as Expedia or Travelocity.
2. Resident director provides passport scan via their [www.globaleducation.osu.edu](http://www.globaleducation.osu.edu) profile to Office of International Affairs global education specialist.
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 itinerary.

### 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 global education specialist. If a resident director is unable to accompany the group, it is the responsibility of the resident director to:

- Request special permission from the global education specialist, departmental chair and education liaison by the program's 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 via their [www.globaleducation.osu.edu](http://www.globaleducation.osu.edu) profile to Office of International Affairs global education specialist.
2. Office of International Affairs global education specialist will work with university travel provider to secure quote. The Office of International Affairs is not able to purchase flights directly from airlines or travel search engine websites such as Expedia or Travelocity.
3. Global education specialist sends flight itinerary 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 required from the resident director.

### Option 2: Resident director deviates with individual flight

Deviation: Different dates or different airport routing from program-related itinerary.

1. Resident director provides actual travel dates to Office of International Affairs global education specialist. The Office of International Affairs is not able to purchase flights directly from airlines or travel search engine website such as Expedia or Travelocity.
2. Office of International Affairs creates and provides a spend authorization (Workday SA#) for the maximum allowable amount to ScholarTrip, the university designated group travel agency. The maximum allowable amount is based on the college approved program budget.
3. Resident director is provided instructions by the Office of International Affairs global education program managers on how to contact ScholarTrip to arrange and book travel. If the cost of the resident director's flight exceeds allowable amount, ScholarTrip will collect the difference from the resident director by credit card. If the flight is equal to or less than the allowable amount, nothing will be collected from the resident director.

Special note: If the deviation is for university business (i.e. university managed funds will be used for expenses outside of the budgeted dates) – such as research – the resident director's home department should create a spend authorization (Workday SA#) 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.

