Flight Arrangements for Resident Directors

Overview
This document explains the required steps for flight arrangement for different scenarios (including steps for an approved deviation from the global education program itinerary). The Office of International Affairs will arrange group flights and individual resident director flights through Scholartrip, Ohio State’s contracted travel provider. In compliance with university travel policy, resident directors and the Office of International Affairs are not able to purchase flights directly from airlines or travel search engine websites (e.g. Expedia, Travelocity etc.)

Group flights
1. The Office of International Affairs global education specialist will work with ScholarTrip to secure quotes and reserve seats for the maximum number of participants (students and resident directors)
2. Resident director provides passport scan via their www.globaleducation.osu.edu profile
3. Office of International Affairs processes deposit and final payment for flights
4. Office of International Affairs issues flight itineraries and e-ticket copies
5. Students are not permitted to deviate from the group flight

Resident director deviates from group flight
Deviation: Different dates or different airport routing from program-required itinerary.

When traveling as a group, students receive leadership and logistical support from resident directors. At least one resident director must travel on all legs of a group flight. A resident director may only deviate with special permission from their global education specialist, department chair and global education liaison and should request permission when the daily itinerary is due.

If neither resident director is unable to accompany the group and both resident directors receive permission to deviate, the resident directors must:
• 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

Resident Director Individual Flights

Individual flight - no deviations from program budget dates
1. Specialist contacts oia-eapm@osu.edu with program name, resident director name(s) and flight dates
2. Program manager emails Scholartrip and copies oia-eapm@osu.edu, resident director and specialist
3. Scholartrip communicates options to resident director
4. Resident director chooses a flight
5. Scholartrip books the flight
Office of International Affairs practice approved by the university travel office for flight deviations

Deviation: Different dates or economy plus/business instead of economy.

1. A flight quote for program dates (or any pre-program dates, if approved) is included in the program budget. This quote is used as the comparison quote for resident director individual flights that deviate from the program dates.
2. The college running the program will pay up to the budgeted amount (the flight quote in the college-approved program budget) for the resident director’s flight.
3. Any overage (difference between the cost of a flight on the program dates and the cost of a flight on the RD’s deviation travel dates) is the responsibility of the resident director or the unit requiring the resident director’s deviation for business purposes.
4. Booking and paying for the flight proceeds in “personal deviation” or “university business deviation.”

Individual flight - personal deviation

1. Specialist contacts oia-eapm@osu.edu with program name, resident director name(s), program dates and resident director actual flight dates.
2. Program manager emails Scholartrip and copies oia-eapm@osu.edu, resident director and specialist.
   • Program manager includes budgeted amount - the resident director flight estimate from the final program budget.
3. Scholartrip communicates options to resident director.
4. Resident director chooses a flight.
5. Scholartrip books the flight.
6. The college running the program will pay up to the budgeted amount (the flight quote in the college-approved program budget) for the resident director’s flight.
7. If flight costs more than budgeted flight, Scholartrip includes a link for the resident director pays for the overage with a personal credit card.

Individual flight - university business deviation (research or department business)

1. Specialist asks resident director for the name of their unit’s fiscal officer and actual travel dates.
2. Specialist emails oia-eapm@osu.edu name of unit fiscal officer, program name, resident director and travel dates.
3. Program manager contacts unit financial officer and explains Workday payment process.
4. Resident director books a flight via Concur.
5. The college running the program will pay up to the budgeted amount (the flight quote in the college-approved program budget).
6. If the flight costs over the budgeted amount, the home unit pays for the difference.