



Office of Global Health Education

Spring Service Learning Trips Manual 2015-2016

Table of Contents

Page	Topic
3	Timeline for Trip Planning
4-5	Contacts, Website
5-6	Electives, SharePoint and Financial Accounts
6-7	Fundraising rules, Fund Balance
8-10	Fundraisers, Silent Auction, Merchandise
10-11	Travel Authorizations, Booking Pre-trip Services
12-13	CISI insurance
14	Documents: Apostille and Formulary
15	Passports and Visas
16-18	Unexpected Circumstances, Contingency Plan
18-19	Cash Advances, Reimbursements, Post Trip

Trip Planning Timeline

1. Trip Leader Selection	
a. Medical Students	March
b. Pharmacy Students	April
c. PA students	April
d. Dental students	April
e. Nursing students	April
2. Student Recruitment Announcement	
a. Medical Student	April
b. Other Professional Students	April
3. Student Leader/Lead Faculty Team meetings	May-February
4. Faculty Recruitment	March - December
a. Collect copies of their Professional School Diplomas and Florida Licenses for all faculty	October
b. Prepare faculty Apostille Documents	November
5. Development Committee Formation and Meeting	April-February
a. Fundraising Events	September-January
6. Submit Travel Authorization	September
7. Book Travel	

Contacts

Shawn Murphy: You can reach her by email at smurphy21@ufl.edu or by phone at 352.273.5752 or 352.273.6628. Her office is located in the Dean's hallway M-135. If you have questions regarding the following, you should email her directly:

- Travel authorization questions
- Insurance questions
- Reimbursements
- Booking for flights/buses
- Getting funds from your UFF account transferred into your UF account
- Your team's financial total (including revenues and expenses)

Lacie Klann: You can reach her by email at lklann@ufl.edu or by phone at 352-273-8709. Her office is located in the 1329 building behind the Cancer Hospital. If you would like to meet with her, please email her and schedule a time with her to meet. If you have questions regarding the following, you should reach out to her directly:

- Verification of a donor to your fund
- Coordination of the annual 5K .
- The Development Committee
- Development of fundraising strategies
- Questions about UF Foundation Policies or Processes

Dr. DeVos and Dr. Grigg, are available by email at elizabeth.devos@jax.ufl.edu or james.grigg@medicine.ufl.edu.

Website

The Global Health Education website is located at <http://globalhealth.med.ufl.edu/>. Each trip has its' own website located under trips. It is the trip leaders' responsibility (or you can designate someone within the trip group, the trip leader just needs to send the name, UF ID # and trip name the person will be responsible for it to Shawn) to update your website.

Please ensure you have the following:

- An active website. If you want to have a blog as well, that is fine but the blog should be accessed only through a link on your website. Try to keep your website up to date with a list of your events, list of trip participants, pictures (**no pictures of patients!**) from the most recent trip, etc. In this way it will help you arrange and promote these events.
- Please highlight and acknowledge on your website the partnering organizations and people (with their permission) that you work with. These organizations and people are critical for the success of the trips and the trips should be described as a partnership with the in-country organizations and people. Give them lots of credit—they deserve it!
- Online gifts- make sure your appeal code or account number automatically generates when clicking on the donation button on your website. On-line donations must be sent to the UF Foundation. If you need help with this please call Lacie Klann. For checks mailed to benefit your trip the only acceptable address to have these items mailed to is: Friends of Global Health P.O. Box 100213 Gainesville, FL 32610
- Please review the entire Global Health website. If you think that other areas of the general Global Health website need updating or additional information or links, please let Shawn, Dr. DeVos or

Dr. Grigg know. We appreciate input on all aspects of the website. In fact, we need your input to keep the website current.

- Please do not create or maintain any other trip related web site(s)!

Elective Credits

The Global Health elective entry is selected when a student is participating in an externship at a foreign institution. The student must complete and submit a Global Health Elective Application, at least 1 month prior to the start of the rotation, to be reviewed and approved by Dr. DeVos. This course can be scheduled for 2 weeks/2 credits or 4 weeks/4 credits.

The Leadership in Global Health elective entry is selected when a student has participated as a trip leader in at least 1 previous mission trip and as a participant in 1 previous mission trip, or as a participant in 2 mission trips. The credits obtained for this course is a max of 2.

The third way to obtain global health credit is by participating in the Local Global Health Equity track to receive 2 credits.

Students can participate in any of the above options; however, credit for Leadership in Global Health and Local Global Health Equity Track cannot be combined. Students can only receive credit for one of those options.

(They can do Global Health Elective (foreign externship) and get separate credits, but cannot combine the other 2.)

SharePoint

A new SharePoint website has been created that has a Discussion board with the ability to attach documents, Library for housing documents to be saved, and to access needed forms. Also, there is a calendar for the International Medical Education Program, and one for Trips to schedule meetings. Because it is an internal site, you will need to login with your GatorID.

<https://intranet.ahc.ufl.edu/www/Colleges/com/EduAffairs/imep/SitePages/Home.aspx>

Rooms for meetings should still be reserved using the Room Request form found on the Office of Student Counseling and Development website: <http://counseling.med.ufl.edu/com-links/room-request-form/>

But now everyone can be informed of a meeting with a “one stop” calendar on SharePoint because all colleges and faculty members have access as long as they have a GatorID.

Financial Accounts

There are actually 3 cost centers for each trip (UFF, UF UFF and UF DCE) although they are in two different entities. Financial Services (FCPA, PeopleSoft) and the Foundation both have fees associated with them. Funds in the Financial Services, UF DCE accounts will be charged a 4.5% tax. The Foundation charges 2.5% for funds in their accounts.

These are two separate entities. Money is transferred monthly between these two accounts. However, if you need additional funds a transfer can be initiated by contacting Shawn.

The UF Foundation is like the Savings Account and the UF COM Account (Peoplesoft) is like the Checking Account. You also have access to the UF P Card, which is a credit card that can also be used to spend your funds (Shawn controls the P Card). The P Card (Credit Card) expenditures will be taken out of the trip PeopleSoft account and funds must be available in the respective trips account for the use of the pcard.

All donation funds must be deposited into the Foundation. To ensure that they are deposited in the correct account they must be labeled properly with the Account # (see below). Then they will be transferred monthly from the Foundation account to your PeopleSoft account for use.

The University of Florida Foundation:

- Again, all donation funds must be first deposited into the UFF through Shawn
- Donations can be in the form of a check. We do not accept cash deposits to the Foundation, all cash must be converted to a money order or cashier's check before depositing. Bring the checks to Shawn to be deposited.
- Each team has their own fund name and account number (see below) – these are essential to provide to potential donors AND to have written on the checks you receive. If you are receiving donations online, you will need to provide the appeal code to the donor. The appeal code is the account number below. Without this information documented on each check or each web transaction, the money may not be properly allocated. The official trip names and account numbers are:
 - Project Haiti College of Medicine Global Health – Account # F018611
 - DR HELP College of Medicine Global Health – Account # F018607
 - DR SALUD College of Medicine Global Health – Account # F018609
 - Project HEAL College of Medicine Global Health – Account # F018605
 - Project Yucatan College of Medicine Global Health – Account # F018601
 - Project Nicaragua College of Medicine Global Health – Account # F019377

The UF Foundation assesses a 2.5% fee for gifts and 5% fee for non-gifts. The Foundation takes care of the following things for each trip:

- They manage and process all your money
- They ensure your donors are receiving the proper paperwork for their tax-deductible gift that they would not receive if their gift did not go through the Foundation
- They mail a personalized thank you note to your donor from the College of Medicine
- This provides you the privilege of using the “University of Florida” brand when asking for donations.

University of Florida College of Medicine Accounts:

The UF COM or PeopleSoft accounts are used to spend money on the trip costs or on fundraising costs. We can reimburse students for expenditures related to the trips (fundraising or actual trip costs. Reimbursements require a receipt for all expenditures. We will work hard to reimburse you for expenditures after submitting all the appropriate documentation (itemized expenses with clear receipts). If you need to purchase goods for your events or put a down-payment for some event or transportation, please contact Shawn so that she can use her P-card to purchase these goods. **PLEASE REMEMBER STUDENTS MAY NOT SIGN CONTRACTS.** If a down payment is required for an event please submit the contract to Shawn so she can get approval from Legal AND Financial Services. This process takes time. Please allow 2 weeks for contract review and payment.

Students **MAY NOT** sign contracts on behalf of the University of Florida. Any contract signed by a student will be that student's responsibility (e.g., Golf Tournaments).

Private Bank Accounts:

We know that in the past teams had different accounts where money was being held. We strongly advise against this. There is significant liability when holding money in private accounts as well as running the risk of being prohibited from using the "UF" brand name with your trip. If you choose to have a private account, the only purpose should be to have some petty cash on hand for event registration (no more than a few hundred dollars). We understand you will need to have some cash during event registration so that you can break larger bills and so forth.

Financial Reports

Shawn and Financial Services will provide you with a monthly report on funds deposited, with donors' names, funds expended, and a fund balance. The report will show the funds from both the UFF and the UF COM accounts. Please contact Shawn if you have questions about the report.

Fundraising Information

Development Committee

The Development Committee was put together to streamline fundraising efforts and provide direct access to Lacie Klann, your liaison with the UF COM Development Office and the UF Foundation. The committee meets as needed, and oversees the Tacky Sweater 5k.

Each trip should select one person to serve on the Development Committee. A Development Committee member will:

- Serve as your trip's contact person with Lacie to ask any questions you may have about fundraising, donations, etc.
- Relay information to their trip leaders, and the rest of their team if needed.
- Plan and implement the Tacky Sweater 5k.

Tacky Sweater 5k

The Development Committee will oversee the Tacky Sweater 5k, but all trip leaders will be asked to assist with the race. It is most helpful to have one person serve as the coordinator for the 5k to organize the group's efforts. This person can be an addition to the Development Committee. Lacie Klann will help you with the coordination of the 5k.

Solicitations/Mailings

Foundation Funds:

Project Haiti College of Medicine Global Health	Fund # F018611
DR HELP College of Medicine Global Health	Fund # F018607
DR SALUD College of Medicine Global Health	Fund # F018609
Project HEAL College of Medicine Global Health	Fund # F018605
Project Yucatan College of Medicine Global Health	Fund # F018601
Project Nicaragua, College of Medicine Global Health	Fund # F019377

Email solicitations:

We encourage you to save costs by using email for as many mailings as you can. Emails can be personalized, are free and can be sent multiple times. The emails should still be personalized, just like a letter. Please don't send out one email to your whole address book. It will be much more impactful to your family and friends if the note is personalized and sent to individuals one at a time. We are happy to edit your current template to make the process easier and so you have a template in email and letter form. Also, please make sure that your trip's website direct donation link goes to your group giving page (you can check this by the Fund # that populates the giving form)

- Send individually to your family and friends
- Personalize the introduction

- Include link to your website's online giving page- make sure this page is updated
 - www.uff.ufl.edu/appeals/ProjectHaiti
 - www.uff.ufl.edu/appeals/ProjectHEAL
 - www.uff.ufl.edu/appeals/ProjectYucatan
 - www.uff.ufl.edu/appeals/DRHELP
 - www.uff.ufl.edu/appeals/DRSALUD
 - www.uff.ufl.edu/appeals/ProjectNicaragua
- If they want to send a check, it needs to be filled out to "The University of Florida Foundation, Inc. and in the memo line (example)"DR SALUD Global Health Fund – F018609"

All checks need to be mailed to :

University of Florida

Office of Global Health

c/o Shawn Murphy

P.O. Box 100213,

Gainesville, FL, 32610-0228

Mail Solicitations:

There are some people who you may want to mail a letter to instead of an email... your parents or grandparents for example. If you would like to have Lacie review your donation request letters or even draft one for your team please contact her. You will need to provide two weeks for your request.[LK1]

- Personalize the introduction
- Include information of how to address the checks and where to mail them to
- Include your website so they can give online if they prefer
- Hand sign the letters
- Please note: the cost of all mailings will be paid for by the student/group. This includes printing, paper, envelopes, and stamps.

If you mail a letter to someone- you must include the following:

- Their checks need to be filled out to "The University of Florida Foundation Friends of Global Health –group name and Fund Account #" (e.g., DR SALUD COM Global Health F018609). Reference the fund numbers above.

Checks may ONLY be mailed to:

Friends of Global Health

University of Florida

PO Box 100213

Gainesville, FL 32610-0228

Students MAY NOT list their private residence on the Trip website for donation purposes, or in their letters. All donations must be made through one of three channels:

1. Directly through the Trip pages donation link on the website.
2. By check made out to UF COM with Trip name and Account number listed.

3. By giving cash to a trip leader or participant and then converting the cash to check or money order before depositing through Shawn into the Trip fund.

Deposits required of people attending the trip:

- These need to be made out to the University of Florida and given to Shawn.

Money from event registrations (generally not tax deductible):

- These need to be made out to the University of Florida AND include the trip name in the memo on the check. Give them to Shawn.

Money from merchandise sales:

- Checks should be written to UF not UFF, unless they make a donation above and beyond the cost of the merchandise. Please note on the check the price of the item purchased and the absolute value of the donation.

Fund Balance

We understand that you want to know how much your trip accounts have in them and who has donated to the trip. To efficiently manage all teams Financial Services will provide the updated totals and a list of donors to the trip leaders the 20th of each month. Shawn can email the Financial Services reports with your PeopleSoft account information but only to a UF email account (because of the confidential information contained in the document it cannot go outside the UF network). Foundation donor reports will be printed out and available to be picked up in her office on the 20th of the month. At that point, if there is someone that you thought donated, but you don't see them on your list of donors then you may contact Lacie Klann (lklann@ufl.edu) 352-273-8709 or Shawn with the following:

- The name of the donor or organization
- How they paid (check or credit card)
- Date they donated

Lacie can look in the UF Foundation database to see if the contribution was directed to another fund. Trip leaders are responsible for reviewing the list of donors and donations with their respective teams, which should be done before contacting Lacie or Shawn.

Events/Fundraisers

Payments:

- Checks should be made out to the University of Florida Foundation.
- Credit cards must be taken by a UF staff member only. **Students are not allowed to take credit cards via smart phone programs.** If you are hosting a fundraiser and would like to take credit cards, contact Lacie Klann as soon as you set the date for your event. She will reserve a credit card machine for you if one is available. It is best to contact her as early as possible, as the machines are shared among several units on campus. Lacie, Shawn or another UF staff member affiliated with the program will need to be available to run the machine during your event.
- It is your responsibility to contact Lacie as early as possible, both to reserve a machine and check on the availability of a UF staff member. If a staff member is unavailable to run the machine, you will not be allowed to accept credit cards at your event.
- If someone pays only the cost required for them to get into or participate in the event, we don't need any of their information. This is not a donation and no receipt by the UFF will be issued. However, if they

make a donation above and beyond the entrance/participation fee and would like to receive a receipt for a tax deduction, then the students need to take down their information (name, address, phone number and amount of the donation (not total payment)). Again, the donation = total payment – entrance fee/participation fee. It is easiest to just say that all proceeds go to benefit Global Health and that nothing is tax deductible.

- All proceeds from events/fundraisers should be deposited in the UFF as a check through Shawn with a description of the event in the memo line and date it was held.
- If you are holding an auction, you must retain the bid sheets. Bid sheets should include name of buyer, item purchased, amount paid, name of event, date,

Advertising:

- All logos must be approved ahead of time through the UFF by sending them to Lacie. If you want to use "The University of Florida" brand along with your event, any logo must first go through marketing for approval.
 - Send all logos to Lacie Klann
 - You are allowed to use the approved College of Medicine logo.
 - To be safe- send all logos as soon as possible. It takes weeks to get approval for new logos.

Post Event:

- Maintain a budget of what it cost you to put the event on (cost of supplies and hours of work). Then include the total revenue and note the overall profit. This is important information for future trip leaders, so pass it on!
- Provide all monies **in the form of checks** and spreadsheets to Shawn so she can get them processed over to the Foundation or to the UF COM.

Silent Auction

Please contact Lacie Klann prior to hosting the silent auction so she can help you navigate UF and state regulations in regards to silent auctions.

Donation of Auction Items

You must keep a log of all items that are donated, and this must be provided to Lacie Klann. Your donors will not receive receipts for their donated items unless the following information is provided to Lacie:

- Item donated
- Value of Item
- Business that Donated
- Contact Person
- Address
- Phone Number
- Any supporting documentation to verify the price of the donated item (letter from business, receipt, appraisal, written quote, etc.)

Verification of Auction Items

Any physical donation to UF must be verified as received by a UF faculty or staff member. When the first years conduct the silent auction as their inaugural "trip leader" responsibility, please be sure to have a faculty or staff member verify the receipt of each donated item. Whether you collect the items and have them verified all at once or bring them by individually is up to you and your verifier but we must verify the items have been received. It depends on who verifies the items to how the items are verified but it the decision of the verifier to outline the method he/she

is most comfortable with whether that be photo of the items individually, collectively, to see each item as it arrives, or to view them in person collectively after the items are compiled, etc.

Selling of Auction Items

You must use bid sheets and take down the following information about the winning bidder:

- Name
- Address
- Phone Number
- Winning Bid
- Method of Payment (CC, Check, Cash)

Donation of Medical Supplies or other In-Kind Gift

Please note that students cannot accept any physical gift on behalf of the University of Florida.

If you have a donor who would like to give medical supplies or some other type of in-kind gift, please email Lacie Klann at lklann@ufl.edu before you guarantee someone we can take their gift. Their gift will need to be reviewed by UFF Legal first. Your email to Lacie should include:

- What the gift is
- Be specific: What type of drug, what type of medical instruments, what supplies, etc.
- How much there is
- What the value is
- Donor Info (Name, Address, Etc.)

Once you hear from Lacie that the donation can be accepted, a UF faculty or staff member must receive the physical donation. Ideally this would be the faculty member from your trip. Ask them to email Lacie that the donation has been received, and the donor's gift can then be processed.

Travel Authorizations (TA) and Booking Flights & Travel

These are required in advance to ensure that the proper amount of money is in your UF account to pay for the trip. Without the TA we can't book your flights or any of your travel. UF Policy also requires a TA be set up before the P-card (UF credit card) can be used for the trip expenses. Please create and submit the TA in August.

You can set up a TA as soon as you have the roster for your trip. Do not wait until you want to purchase tickets. Please include a 25% buffer when calculating the costs of your tickets, for fundraising and for delays in getting your TA approved before the deadlines set by the airline to guarantee pricing. It can take some time to get a TA approved because there are lots of signatures required. Please submit the TA to Shawn first thing in the fall. Once a TA is approved, Shawn will be allowed to book and put down deposits on flights for you. It's important to know that there must be sufficient funds in your account to cover the flight deposit.

Information required to be submitted with the TA:

- Estimated budget for your trip (use your past trip's budget). This is just an estimate.
 - The budget should include: the cost of the hotels, air travel, bus travel and what you will need for as a cash advancement (cash you want to take in country)
- The template for the TA asks you to identify a lead faculty member. This faculty member must be an ACTIVE UF EMPLOYEE.
 - The cash advance money will be deposited to your lead faculty's payroll bank account. Dr. DeVos or Dr. Grigg will talk with them to go over these responsibilities.

- All receipts must be kept for money spent from cash advance. Any unused funds must be returned to the faculty member to return to the University.
- If your lead faculty changes for any reason, you must contact Shawn IMMEDIATELY. We will need to re-start the TA process.
- A roster listing the student and faculty names going the trip.
 - If you have not selected all participants, include the number of participants you are expecting from each college.
 - For example “2 PA students, 3 pharmacy students and 2 faculty members to be determined”.

*Although the TA is just an estimate of your costs, we strongly recommend that you pay for as many services and contracts as you can prior to the trip.

IMPORTANT*

You will not be reimbursed for expenses outside the TA unless you have proper receipts and expenses were paid by the Lead Faculty or Student Trip Leader. Any expense that is incurred in country must be paid for by the Lead Faculty member or Student Trip Leader. A receipt must be collected. Here is an example of a self-made receipt that can be used to obtain information from vendors who do not provide receipts.

Receipt	Business name:

	Business address/location:

	Service or good provided:

	Amount paid (usd/trip)

	Signature

	Name of person signing

	Date

Booking Pre-trip Services

Contracts: STUDENTS MAY NOT SIGN CONTRACTS! Before reserving any services (including hotels, transportation, supplies), you should contact your in country host to obtain a contract for review by UF. You will be required to submit a contract for each service you wish to book before it can be paid for. The review process takes time, so please do this far in advance. Contracted purchases can be paid for with Shawn’s pcard but the funds must be available in the trip fund before the purchase is made.

- Hotels
- Buses
- Flights
- Medications/Medical Supplies

*All contracts must be in English, and must spell out the details of arrangements clearly.

Trip Name:		
Travel Dates:		
Number of Participants:		
Trip Name:		
Lead Faculty		
UF ID #		
e-mail address		
phone number		
		Total Cost
Total cost of Rooms + Taxes	example: \$32 x 19 participants	\$608.00
Parking Fees		
Other:		
Transportation in US	N/A	\$0.00
Mileage (.445/mile) if driving to airport	N/A	
Bus to/from airport		
Airlines	N/A	\$0.00
Cost of flight x # of participants		
Baggage fees (both ways)		
Airport Parking		
Transportation in Country	N/A	\$0.00
Bus	N/A	\$0.00
Other:		
Miscellaneous	N/A	
Medications		
Medical Supplies		
Food		
Trip Name:		
Travel Dates:		\$0.00

CISI Insurance Information

- All students are required to purchase CISI insurance through the UF International Center, unless they have GatorGradCare or GatorCare.
 1. The trip leader for each trip should submit the following spreadsheet with complete information to Linda Gritman or Yanping Cheng. Shawn will process one check made out to the University of Florida that covers all trip participants at \$32/month per person after trip leaders have collected the fee from each attendee (not including those with GatorGradCare).
 2. A completed [enrollment spreadsheet](#). (Please add all participants to the spreadsheet and indicate whether or not they have GatorGradCare insurance).
 3. A complete itinerary of the proposed trip, including contact information onsite to be sent to shill@ufic.ufl.edu. It can be added to the bottom of the CISI enrollment spreadsheet but it is required for the trip to submit this information or it cannot go out of country!

IMPORTANT: All students and accompanying faculty will also have to complete the [online travel registration](#). (ctrl + click to open hyper link to UFIC)

As noted on the following information below needs to be completed for ALL STUDENTS AND FACULTY attending the trip along with the onsite location, contact information and the Itinerary (departure and arriving times):

- Name
- UFID
- GGC Coverage (yes/no) (Gator Grad Care Coverage)
- Date of birth

- Gender
- Start and End Date of trip
- Citizenship
- Country of Destination
- Program Name
- Email
- Address
- Phone number

At the bottom of this spreadsheet please included the following: (The information below is needed

- Onsite contact information
- Accompanying faculty and cellphone number
- Complete itinerary

This is due to Shawn no later than December 1, 2014.

Documents

Apostille Certification

All Faculty members going to Ecuador with Project HEAL need to provide to the trip leaders a copy of their license to practice and a copy of their diploma for their professional degree.

- These documents should be given to Shawn by early November (all documents at once) along with the \$10 fee *per document*
- Shawn will get the documents notarized and then she will send them to the Florida Department of State to have an apostille stamps placed on the documents. An apostille stamp is an internationally recognized verification of authenticity used for documents.

<http://notaries.dos.state.fl.us/notproc7.html>

Division of Corporations

Clifton Building, Apostille Section

2661 Executive Center Circle

Tallahassee, FL 32301

Phone: 850-245-6945

The certification you receive from our office will not yet be an Apostille or Exemplified.

You will need to forward the certificate to the Florida Department of State, clearly stating that it is for certification as Apostille or Exemplified and what country it is for. **The fee to the Department of State is \$10 per certificate.**

Once the documents have been returned to the trip leaders, the students should then retain these documents OR if requested by the in-country coordinator, they should send them to them by mid-January.

Formulary

Many countries are now requiring a list of the medicines in advance to be reviewed by the country's Ministry of Health. The list must contain the following information:

- Medication name
- Dosage
- Quantity
- Expiration date
- Lot number

Universal formulary will be used by all trips as developed by the Formulary Committee. Changes to the formulary may be requested but depending on factors such as cost, in-country availability and recorded need from previous trips intake forms, etc requests may be included, denied or substituted with a similar medication per Formulary Committee.

The Formulary Committee is comprised of Pharmacy and Medical students who have previously attended trips and so can provide insight into the endemic needs of the people in country.

PASSPORTS and VISAS

Please check your destination country's passport requirements. Each country can set their own regulations as to who may enter their country and under what circumstances. Please check the United States Government Passport website at:

<http://travel.state.gov/content/passports/english.html/>

There is a page to find out more about your destination:

<http://travel.state.gov/content/passports/english/country.html>

For this example I chose Ecuador, I then expanded the view on "Entry, exit and visa requirements" to find out more about the requirements Ecuador has for visitors.

Please be sure your destination does not require a visa, just because it wasn't required last year doesn't mean the situation is static. You can check the US Government Passport website by destination and verify information with your in-country hosts. Of importance, countries may restrict visas to citizens from foreign countries so if a visa is required please find out if your citizenship status is eligible for the visa by expanding the "Entry, exit and visa requirements".

The screenshot shows the "Learn About Your Destination" page for Ecuador. It includes a search bar with "Ecuador" entered, a "GO" button, and a "Print" button. The page content is as follows:

Learn About Your Destination

The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Country Specific Information, Travel Alerts, and Travel Warnings are vital parts of this program.

We provide Country Specific Information for every country of the world. You will find the location of the U.S. embassy and any consular offices, information about whether you need a visa, crime and security information, health and medical considerations, drug penalties, localized hot spots and more. This is a good place to start learning about where you are going.

Quick Facts

PASSPORT VALIDITY: 6 months	VACCINATIONS: Suggested
BLANK PASSPORT PAGES: One page required for entry stamp	CURRENCY RESTRICTIONS FOR ENTRY: None
TOURIST VISA REQUIRED: Not required for stays under 90 days per calendar year.	CURRENCY RESTRICTIONS FOR EXIT: None

Entry, Exit & Visa Requirements

Visa Requirements to Enter Ecuador: If you are a U.S. citizen wishing to enter Ecuador, you must present a U.S. passport with at least six months remaining validity. Ecuadorian immigration officials also sometimes request evidence of return or onward travel, such as an airline ticket.

Under Ecuadorian law, U.S. citizens traveling for business or tourism on a tourist passport can enter Ecuador for up to 90 days per calendar year without a visa. Extensions for up to another 90 days can be requested through the provincial migration offices.

Also, please check the website for rules pertaining to Green Cards. Green cards may be needed when visiting your host country, be sure to take the original with you as a copy will not suffice. Again check the host countries requirements on the government websites. Any green card holder must carefully review requirements for travel to the foreign country including requirements based on their green card status for travel and re-entry to the U.S. and also regulations for travel to the foreign site based on their country of origin. Get help interpreting the rules ASAP if you are unsure.

6 Months Validity Rule

The Six Months Validity Rule is imposed by foreign countries, and not by the United States. It simply means that your passport should be valid for more than six months before you would be allowed to enter a foreign destination.

PLEASE NOTE the list of countries that require a 6 month validity rule may change. Please check the US Government Passport website for the most updated information: <http://travel.state.gov/content/passports/english.html/>

Unexpected Circumstances

While we recommend students and faculty purchase traveler's insurance, it is not required. Travel insurance may be able to help cover the expenses of unexpected circumstances such as sudden cancellations, accidental delays, missed flights or other unforeseen circumstances. In the event that you may experience a delay or unforeseen circumstance, some advanced planning may help. For example, having contact information for your lead faculty, trip leaders, in-country hosts, and the International Medical Education Office phone number.

To be better prepared for emergency situations while travelling you can reference this page:

<http://www.state.gov/travel/>

CONTINGENCY PLAN

General Tips

- If you can, buy travel insurance! This is the single best thing you can do to protect yourself financially if you miss your flight. Even if you tack on the travel insurance offered by the airline at the time of your individual airline ticket purchase.
- Keep copies of your insurance and contact info card (below) with you. You can scan to home email, keep a photocopy with your passport, and be sure that it includes your hotel information and personal medical needs.
- Be sure to have ready cash for emergency expenditures, this can be the accepted currency of your destination country, Visa or Master card.
- Read the passport and visa requirements for your destination on the US Government Passport website while you are planning your trip, *at least 6 months in advance of leaving*, to be sure you have time to prepare for any passport or visa requirements that must be met. <http://travel.state.gov/content/passports/english/country.html>
- Familiarize yourself with emergency procedures and contact information on the Department of State website: <http://www.state.gov/travel/>

Team Assist Plan (a part of your CISI insurance)

For Team Assist Plan assistance, your ID number is your policy number. In the U.S., call (800) 472-0906, worldwide call collect (01-713) 267-2525 or e-mail customerservice3@aig.com—part of your CISI insurance coverage, TAP includes:

Medical assistance

Medical Referral

Referrals will be provided for physicians, hospitals, clinics or any other medical service provider requested by the Insured. Service is available 24 hours a day, worldwide.

Medical Monitoring

In the event the Insured is admitted to a U.S. or foreign hospital, the AP will coordinate communication between the Insured's own physician and the attending medical doctor or doctors. The AP will monitor the Insured's progress and update the family or the insurance company accordingly.

Prescription Drug Replacement/Shipment

Assistance will be provided in replacing lost, misplaced, or forgotten medication by locating a supplier of the same medication or by arranging for shipment of the medication as soon as possible.

Emergency Message Transmittal

The AP will forward an emergency message to and from a family member, friend or medical provider.

Coverage Verification/ Payment Assistance for Medical Expenses

The AP will provide verification of the Insured's medical insurance coverage when necessary to gain admittance to foreign hospitals, and if requested, and approved by the Insured's insurance company, or with adequate credit guarantees as determined by the Insured, provide a guarantee of payment to the treating facility.

Travel assistance

Obtaining Emergency Cash

The AP will advise how to obtain or to send emergency funds world-wide.

Traveler Check Replacement Assistance

The AP will assist in obtaining replacements for lost or stolen traveler checks from any company, i.e., Visa, Master Card, Cooks, American Express, etc., worldwide.

Lost/ Delayed Luggage Tracing

The AP will assist the Insured whose baggage is lost, stolen or delayed while traveling on a common carrier. The AP will advise the Insured of the proper reporting procedures and will help travelers maintain contact with the appropriate companies or authorities to help resolve the problem.

Replacement of Lost or Stolen Airline Ticket

One telephone call to the provided 800 number will activate the AP's staff in obtaining a replacement ticket.

Technical assistance

Credit Card/ Passport/ Important Document Replacement

The AP will assist in the replacement of any lost or stolen important document such as a credit card, passport, visa, medical record, etc. and have the documents delivered or picked up at the nearest embassy or consulate.

Locating Legal Services

The AP will help the Insured contact a local attorney or the appropriate consular officer when an Insured is arrested or detained, is in an automobile accident, or otherwise needs legal help. The AP will maintain communications with the Insured, family, and business associates until legal counsel has been retained by or for the Insured.

Assistance in Posting Bond/ Bail

The AP will arrange for the bail bondsman to contact the Insured or to visit at the jail if incarcerated.

Worldwide Inoculation Information

Information will be provided if requested by an Insured for all required inoculations relative to the area of the world being visited as well as any other pertinent medical information.

Section III-Security Evacuation (Comprehensive)

Coverage (up to the amount shown in the Schedule of Benefits, Security Evacuation) is provided for security evacuations for specific Occurrences. To download a detailed PDF of this brochure, please go to the following web page: http://www.culturalinsurance.com/cisi_forms.asp

State-side

If you get separated from your group State-side call the trip leaders and lead faculty immediately, inform them of the situation. You may be able to re-group easily if you are simply in the wrong location with enough time to meet the group.

If you have missed the bus to the airport and still have time you may use an Enterprise Rental car to get to the airport. If there is an immediate availability you may still be able to rejoin the group but this is not guaranteed as with all rentals, it is dependent on availability.

Alternatively if you miss your flight for whatever reason but are still at the airport, please reserve an Enterprise Rental car and return to Campus. Call Shawn and she can reserve the rental car for you with her pcard. Your trips Foundation funds will then pay the pcard balance for the rental. **Please note, any student that is using an Enterprise Rental car needs to be 21 years old or over.**

Internationally

If you do not speak the language and are separated from the group and unable to regroup, seek uniformed officials only and ask for English speakers to help you.

If you miss a connecting flight in a foreign country or are separated from the group, again, call your trip leaders and lead faculty immediately. Try to re-group. If not, make your way to the terminal as best as you can, asking for assistance if necessary from uniformed airport employees. Try to contact the group to let them know you are on a later flight and be sure they can wait for you. If you will not be able to reconnect with the group take a flight back home.

If you are unable to switch your ticket or have travel issues, contact the US embassy in that country for assistance.

Cash Advances and Reimbursements

Expenses Prior to the Trips

- All global health trips have to comply with the UF reimbursement and travel policies.
- As long as there is sufficient funds in the account any student can be reimbursed for trip related expenses. Examples include:
 - Fundraisers
 - Supplies or equipment
- To be reimbursed, you must supply Shawn with all receipts
- Please note it takes 1-2 weeks to get reimbursed if all documents provided are accurate and complete with clear documentation. Please make sure to sign and date the receipt. We would ask that all requests for reimbursement by students go through the trip leaders or the lead faculty. Trip-related Travel Expenses
- Students generally cannot be reimbursed for direct travel expenses (bus, air, food and hotel). Only faculty and Student Trip Leaders can be reimbursed. Therefore, it is best to try to pay as many trip related expenses as possible in advance (e.g., flights, hotels). This is done by submitting contracts to Shawn with a

month of lead time before the contract due date preferably to make the payment with the Global Health P-card (as long as funds are available in the trip account)

- Travel expenses are covered in two additional ways
 - **Cash advance (in advance!):** Lead Faculty can receive a cash advance, which can provide cash for the trip to use in-country. They need to submit a request for a cash advance with an outline of the anticipated budget. This is the way you get cash for in-country expenses. This should be done by December as the Travel Services group requires **AT LEAST 3 weeks** lead time.
 - Lead Faculty and Student Trip Leaders can be reimbursed for expenditures with adequate documentation (e.g., receipts or justification).

After the Trip:

- The travel advance and trip-related expenses will need to be reconciled. You will need to provide documented receipts of expenses.
- Please consider developing a system of documenting receipts. For example, take pictures of receipts, tape them into a notebook, or collect them all in once space.
If you do not have your receipts, you WILL NOT get reimbursed.

Cash Advances for in-country expenses

The Lead Faculty member who received the cash advance is ultimately responsible for the reconciliation. So it is IMPERATIVE to turn in receipts immediately upon returning from the trip. Receipts can be photos of the original, a receipt such as the one provided earlier, or a letter on official letterhead stating the service, fee, date of service, location, amount, and currency type. All receipts must be in ENGLISH, same as contracts. Please see the excerpt below from the Financial Services website that explains about "Travel Advances".

Travel Advances

- A. The University will authorize payment up to 100% of an approved Travel Authorization. In order to receive a travel advance, a traveler or travel originator must request the advance using the Travel and Expense Module. Cash advances must be settled within 30 workdays after the return to the official headquarters. The instructions on how to complete a [Travel Advance](#) form can be found on the [Human Resources website](#).
- B. Only university employees are eligible to receive an advance unless a grant specifically states otherwise. Current travel advance directives and procedures provide for the following:
 1. A traveler shall not have more than one advance at a time and Travel advances should be processed at least 10 workdays prior to start of trip. Requests for an advance more than 30 days prior will need a written justification of the circumstances which necessitate an exception to this restriction.
 2. The advance must be settled no later than 10 workdays from the travel ending date.
 3. If not settled within 30 workdays, UF can garnish a traveler's wages through Payroll.
 4. The traveler may make payment arrangements for a garnishment deduction until the cash advance is settled completely.
 5. Prior to the 30 workdays garnishment, the Travel Department will generate two email notifications regarding the unresolved outstanding debt to the traveler on or around the 10th and 20th workdays upon return to headquarters.
 6. If the travel advance results in payroll garnishment, then the traveler will not qualify for future travel advances.
- C. Departments need to attach the signed Cash Advance Signature Page when submitting a Cash Advance request. The Cash Advance request will be sent back if one is not provided.