

SA=Study Abroad Office
 FL=Faculty Leader
 ST=Student Traveler
 TT=Tiger Travel

ACTION ITEMS FOR FACULTY LEADERS



Action Items in Chronological Order

All Job Aids are located on the FLSA website

Predeparture
countdown



8
months

7
months

12
weeks

8
weeks

8
weeks

4
weeks

2
weeks

2
weeks

1
week

	Faculty Leader	Study Abroad Office	Student Traveler
	Create a Faculty TT Account with unique sign-up link (see Faculty Sign-Up Job Aid)		
	Submit a Program Proposal Application on TT (See Faculty Sign-up Job Aid)		
		Send program approval notification to FL via email	
	Accept invitation to be an Administrator on TT	Invite FL to be an Administrator on TT after program approval	
		Add FL program brochure to TT Program Directory and Study Abroad website	
	Attend TT Orientation session with the SA Office (See Orientation Guide)	Facilitate TT Orientation session for FL (See Orientation Guide)	
	Begin recruiting students and promoting program across campus (Per Marketing Plan)		
	Share TT student SSO sign-up link with prospective student travelers (See student application steps on SA website)		
			Create TT Account (See student application process steps on SA website)
			Search "Fort Hays State" in the TT Program Directory to find FL programs
			Complete and submit FL program application on TT
	Review & "accept" student traveler applications in TT (See How To Job Aid)		Choose "commit" in TT
			Committed student travelers complete "Forms" in TT
	Continue to accept applications, recruit students, and send messages until set application deadline (See How To Job Aid)		
	Book Group Airfare and select Group Travel Insurance. (See FLSA Handbook)		
	Submit Final Travel Roster & Scholarship Recipient Form on TT		Submit W-9 form for Travel Stipend on TT (if applicable)
	Submit Group Travel Plan & Transportation Details on TT (See Risk Management Job Aid)		
	Send SafeCheck Enrollment notification to travelers (See Risk Management Job Aid)		
	Verify that travelers are enrolled in SafeCheck. Resend enrollment as needed up until departure	Disburse scholarships and/or travel stipends.	
	Verify ALL required traveler forms are submitted. (See Traveler Application & Forms Job Aid)		
	Notate special health & wellness needs for each student traveler based on the Health and Wellness Questionnaire		
	Run reports as needed for records and travel docs. (See How To Job Aid)		

WHAT THE SA OFFICE WILL NOT DO:

- ✗ The SA Office does not collect deposits from students for any part of the program.
- ✗ The SA Office does not facilitate the collection of payments from students.
- ✗ The SA Office does not facilitate contracts with vendors.
- ✗ The SA Office does not facilitate the booking or payment of airfare.
- ✗ The SA Office does not facilitate the purchase of travel/medical insurance for students. Travel Insurance is required for all travelers. Policy information will be submitted by each student. Insurance must cover death and repatriation.