



WOODROW WILSON VISITING FELLOWS CAMPUS VISIT TERMS AND PROCEDURES

Travel

1. **Booking information.** Woodrow Wilson Visiting Fellows who prefer to use a travel agency should contact Class A/Kuller Travel, a Princeton-based travel agency that has worked well with this program for many years. Working through Kuller expedites your arrangements, keeps you from awaiting reimbursement for personal travel expenditure, and simplifies subsequent accounting.

If you work with Kuller, please identify yourself as a Woodrow Wilson Visiting Fellow; the agency will then bill the Council of Independent Colleges (CIC) directly. You may contact Kuller by phone at (609) 924-2550 or by email at kuller.travel@verizon.net. The Visiting Fellows' agent is Judith Wist.

If you book your own travel, CIC will reimburse your coach-class expenses for travel by air, train, or rental car or will pay mileage at 50.5 cents per mile for use of your own car. Expense forms can be found at CIC's website, www.cic.edu/visitingfellows.

Whether you choose to work through Kuller or make your own travel arrangements, please take advantage of discount fares wherever possible (*e.g.* if flying, please order tickets at least three weeks in advance). Also, please notify your campus coordinator of your time of arrival so that you can be met at the airport or station.

2. **Change fees.** In recent years, fees charged for changes to existing travel plans—typically a fare difference plus additional service and transaction fees—have become very costly for the Visiting Fellows program. Sometimes professional or personal situations or weather emergencies make last-minute changes necessary, but please avoid making changes to your travel plans for other than emergency reasons. If you do find changes necessary, please contact CIC program manager Michelle Friedman at visitingfellows@cic.nche.edu before the change is made.
3. **Multiple stops.** As busy individuals with demanding professional lives, Visiting Fellows often make campus visits in the course of a longer trip that includes other stops unrelated to the Visiting Fellows program. If a campus visit will be one of several stops on your itinerary, please notify CIC first to discuss ways to track charges specific to the Visiting Fellows program. The Visiting Fellows program cannot defray the costs of travel for purposes unrelated to the program. Please note that the benchmark for the maximum travel reimbursement is a standard coach-class airfare for travel from the primary place of residence to the college.
4. **Car rentals.** When a Fellow arrives at an airport some distance from campus, the host college typically sends someone to drive him or her to campus. Please do not rent a car solely for the purpose of driving from the airport to the campus or simply to have a car handy during your campus stay. If you use a rental car for purposes other than Visiting Fellows travel during your visit, please identify your Visiting Fellows mileage when you submit expenses.

Visit Scheduling

The key to a successful visit is a carefully planned agenda, and colleges should consult with Fellows in the development of the agenda. Colleges and Fellows should agree on a written agenda no less than three weeks before the visit. If you have concerns about your agenda, please contact CIC program staff at visitingfellows@cic.nche.edu.

When planning your visit, you should suggest to the campus coordinator any classes/activities in which you would like to participate and veto arrangements with which you are not comfortable. In classes, Fellows usually make short presentations on their experience as it pertains to the subject matter, followed by time open to questions from students and faculty. If you have extracurricular interests such as music or sports, be sure they are reflected on the schedule and that there is time for other informal activities. Counseling about student careers may be included in your schedule and a public lecture is usually expected.

Residency

Some host colleges accommodate Fellows in a campus guest house. Others will reserve a room in a nearby hotel or motel. Fellows should try to be sensitive to and appreciative of the housing arrangement made by the campus coordinator.

Cancellations

Given the significant professional responsibilities of Visiting Fellows—as well as personal situations that all of us face sometimes—there will be occasions when it is not possible to make a campus visit as planned. That said, many of the colleges participating in the program have limited staff and financial resources and devote a great deal of time and money to prepare for and promote visits. Moreover, particularly for institutions new to the program, one year's canceled visit can be a powerful disincentive to future participation as a Visiting Fellows host campus. Please consider all these factors if you believe you must consider canceling a visit and speak with the CIC program staff about the necessity of cancellation before you discuss it with the campus coordinator.

After the Visit: Reporting and Reimbursements

After the visit is concluded, you will be sent an evaluation form, requesting your feedback on the planning process, your time on campus, favorite moments, and aspects of the visit or program you would improve. Please complete this form and email it to visitingfellows@cic.nche.edu. Also, please complete the expense and honorarium form and mail it to One Dupont Circle, NW, Suite 320, Washington, DC 20036-1142, or fax to CIC at (202)466-7238. These forms will be available at www.cic.edu/visitingfellows. CIC will reimburse Fellows only for reasonable costs of travel and meals purchased en route. Your honorarium and expenses will be mailed to you after your visit; please send original receipts with the expense form.