WOODROW WILSON VISITING FELLOWS
CAMPUS VISIT RECOMMENDATIONS

VISIT SCHEDULING

The key to a successful visit is a carefully planned agenda, and institutions 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. Most visits include one public lecture, a handful of class visits, and smaller meetings with groups of students, faculty members, and community members. Visits may also include special topic sessions like writing workshops or student career counseling.

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 brief presentations about their experience as it pertains to the class subject matter, followed by time for 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.

If you have concerns about the agenda, please contact CIC program staff at visitingfellows@cic.nche.edu.

PRIMARY TRAVEL

Woodrow Wilson Visiting Fellows are responsible for making their own travel arrangements. The host college is welcome to help organize the Fellow’s travel arrangements but should not take on financial responsibility. Fellows have the choice to book through CIC’s travel agent with costs billed directly to CIC or they can book travel on their own, with costs reimbursed by CIC after the visit has occurred.

The program covers standard coach-class expenses for travel by air, train, or rental car or will pay mileage at the government rate per mile for use of your own car. We do not expense mileage if you rent a car. 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).

Travel Agent. 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.

You may contact Kuller by phone at (609) 883-2550 or by email at info@kullertravel.com. The Visiting Fellows’ primary agent is Trudy Dougherty though other staff members may assist with arrangements. When you contact Kuller, please identify yourself as a Woodrow Wilson Visiting Fellow; the agency will then bill the Council of Independent Colleges (CIC) directly.

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 reasons other than emergencies. If you do find changes necessary, please contact CIC program staff before the change is made.
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 first notify CIC to discuss tracking 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 maximum travel reimbursement is a standard coach-class airfare from your primary place of residence to the college or university.

CAMPUS ARRANGEMENTS

The host campus is responsible for providing local transportation, room, and board to the Fellow.

Local Transportation and Car rentals. Local transportation (transportation around the campus area and between campus and the closest transport hub) is to be provided to the Fellow by the host campus. When a Fellow arrives at an airport some distance from campus, the host college typically sends someone to drive him or her to campus. In rare cases, they may ask the Fellow to rent a car and the host campus will reimburse the cost for this. Local rental cars will not be reimbursed by CIC unless approved by CIC program staff in advance.

Residency. Some host institutions 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 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 institutions 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 canceling a visit is required and first speak with CIC program staff about the necessity of cancellation before discussing it with the campus coordinator.

AFTER THE VISIT: REPORTING AND REIMBURSEMENTS

Reimbursement. After the visit has concluded, please complete the expense and honorarium form, attach receipts, and email, mail, or fax it to CIC. Auditing standards require itemized receipts, not simply credit card slips, for any charges over $25 including but not limited to baggage fees, tolls, gas, and meals. CIC will reimburse Fellows for reasonable costs of travel and meals purchased en route. CIC does not reimburse for travel insurance, travel agent booking fees, entertainment, alcoholic beverages, personal laundry, and personal telephone calls. Please note that expenses will be reimbursed after the conclusion of the visit and before June 30, 2019. All documents are available for download or retrieval at www.cic.edu/visitingfellows.

Honorarium. Honorarium payments will be issued at the same time reimbursement is processed. An up to date W9 form is required for payment of honorarium. If you have not already done so within the 6 months, please send CIC a copy of your W9.
**Reporting.** CIC encourages you to complete a short online evaluation form, requesting feedback on the planning process, your time on campus, favorite moments, and aspects of the visit or program you would improve. The online survey link is available at [www.cic.edu/visitingfellows](http://www.cic.edu/visitingfellows).

Documents should be returned to:

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fax: (202) 466-7238.