

## Gonzaga-in-Florence Faculty Policies & Procedures

### ACADEMICS

Faculty are selected and approved to teach abroad at Gonzaga-in-Florence by the AVP's Office, in collaboration with the Deans, GIF administration, and Center for Global Engagement. Courses will be expected to meet a minimum enrollment as determined by the AVP's Office. If a course does not meet the minimum enrollment, the course will be cancelled and faculty will not proceed with teaching at Gonzaga-in-Florence for the term in which they were originally selected. Faculty will be encouraged to participate in recruitment events sponsored by the Study Abroad office to meet minimum enrollments.

### TRAVEL

Faculty members selected to teach at Gonzaga-in-Florence will have their airfare purchased by the Study Abroad Office (SAO). Purchase of the itinerary will be in accordance with University Travel Guidelines.

#### Guidelines

- Dates: the itinerary SAO will accommodate faculty to arrive within a week prior to the start of classes and departure of no more than a week past the end of semester classes. Semester dates can be found [online](#). See next section regarding purchase procedure and deviations.
- Fare Class: economy class airfare will be arranged. Faculty can independently upgrade at their own expense directly with the travel agency/airline after purchase.
- Flight Arrangements: the itinerary must be as direct as possible, i.e., no unnecessary, circuitous routes. Faculty will be responsible for reviewing airline carrier regulations with regard to baggage weight, dimensions, and fees. As international carriers baggage fees vary, faculty will be reimbursed for up to \$150.00 in baggage fees. Itemized receipts required.
- Personal Travel: should faculty member wish to include personal travel on the round trip ticket to/from Florence, faculty may purchase the ticket with personal funds and request a reimbursement. The reimbursement request should be submitted first to SAO in order to determine the amount to be reimbursed. The amount to be reimbursed will be a reasonable cost of a direct round trip flight to Florence on the program dates as determined by SAO. Should adding personal travel dates to the flight (i.e. arriving earlier than a week or staying later) not increase the cost of the ticket, it is reasonable that the Study Abroad Office will proceed with purchase.
- Meals: a meal allowance is only applicable on travel days and will be reimbursed on a per diem basis of \$35.00 to Florence and €35 on the return to the US.

- Ground Transportation: Travel to and from Florence airport (FLR) to residence will be reimbursed. Itemized receipts are required. Rental cars are not an eligible expense.
- Hotel Accommodations: covered for one night, *if and only if* there is an emergency due to flight connections--itemized receipt required.

### **Flight Purchase Procedure**

Once course enrollment minimums have been confirmed, the Study Abroad Office will

- 1) Contact the faculty to request preferred flight arrangements.
- 2) SAO will then contact the Travel Agency for flight options and work directly with faculty for purchase.
  - a. If family member(s) are planning to travel with faculty, their travel can be arranged and paid through the Travel Agency by the faculty independently during the booking process.

### **VISA PROCESS**

The process to obtain a work visa in Italy is facilitated by Study Abroad. Currently faculty are not required to appear in person, thus travel is not needed. The following will be reimbursed:

- Cost of National Visa application. Amount varies and will be confirmed by SAO. Faculty will be required to obtain a cashier's check or money order payable to the Consulate General of Italy.
- Cost of passport sized photos for visa application. Receipt required.
- Only if applicable, travel to Honorary Consulate in Portland or Seattle: Up to \$550
- Only If applicable, travel to the Italian Consulate in San Francisco: Up to \$800

### **INSURANCE COVERAGE**

Faculty will be enrolled in worldwide insurance coverage the duration of the semester abroad. This plan is offered by Cultural Insurance Services International (CISI), underwritten by Arch Insurance Company and paid for by Gonzaga University. An Accidental Death & Dismemberment benefit of up to \$10,000.00, and a \$20,000.00 maximum Med Evacuation benefit, and a \$20,000.00 maximum Repatriation benefit are also included in this plan. Medical expenses incurred are reimbursable under this plan. If you take prescription medications, you will need to plan for supplies while abroad. Contact the Study Abroad office for further information about benefits with CISI while abroad.

Faculty will continue to be covered by the domestic health insurance offered by Gonzaga University, any expenses incurred under this plan will be treated as out-of-area. Please contact Premera Blue Cross at 1-800-722-1471 for further information regarding coverage under this plan.

## **HOUSING**

Gonzaga-in-Florence will provide a housing reimbursement allowance of up to €1,600 per month to cover rent, utilities (including internet), agency fee, and other expenses for a residence of the faculty's choosing. Benefits and support obligations accrue to the faculty member as an individual. If a faculty member intends to be accompanied by his or her family, or have visiting relatives or friends, s/he will bear the burden of any cost of a residence beyond the monthly €1,600 allowance.

It is the faculty's responsibility to secure housing. Faculty can use any of the approved agencies below to find accommodations. The GIF staff will only assist faculty in finding suitable housing only if absolutely necessary on a case by case basis. The GIF staff assumes no responsibility for the quality of residence if the apartment does not meet expectations or the full range of needs.

Gonzaga-in-Florence and the Study Abroad Office cannot and will not authorize travel or cash advances or make any payments on the faculty's behalf for housing arrangements including deposits or any pre-payments required by Italian residences/landlords.

### **MILLIGAN & MILLIGAN**

Via Alfani, 60 50121 Florence Italy  
Tel. +39 055.2741600  
Mobile +39 348.2249509  
E-mail: [info@milligansales.com](mailto:info@milligansales.com)

### **Buckland & Abeti**

Via della Colonna, 6 50121 Firenze  
Tel. +39 055 284828  
Website: [www.homesintuscany.net](http://www.homesintuscany.net)  
E-mail: [info@homesintuscany.net](mailto:info@homesintuscany.net)

### **FLORENCE and ABROAD**

Real Estate Agency  
Via San Zanobi, 58  
50129 Florence ITALY  
Tel.: +39 055 487004  
Fax: +39 055 490143  
E-mail: [info@florenceandabroad.com](mailto:info@florenceandabroad.com)  
Website: [www.florenceandabroad.com](http://www.florenceandabroad.com)

## **REIMBURSEMENT PROCESS**

For Italian expenses, faculty should submit the [Gonzaga Reimbursement Form](#), with itemized receipts to the GIF Budget Officer (Alessandro Pazzaglia, [pazzaglia@gonzaga.edu](mailto:pazzaglia@gonzaga.edu)) for payment. For US expenses (passport pictures for visa, visa application fee) submit original receipts to Study Abroad Office (Alisha Lombardi, [lombardi@gonzaga.edu](mailto:lombardi@gonzaga.edu)) for processing and payment.

Reimbursement request may include the following:

- Hotel accommodations during arrival if there was an emergency due to flight connections. Documentation required.
- Meal per diem for travel days
- Ground transportation to and from the Florence airport and residence on arrival and departure days (exclusion of rental car)
- Baggage fees up to \$150.00
- Housing allowance of up to €1,600 per month, not to exceed four (4) in total.

Note: if faculty adds personal travel to flight and proceeds with purchase using personal funds, the Study Abroad Office will submit reimbursement for faculty's airfare for the cost of up to the reasonable amount of the direct round trip flight to Florence. Faculty will need to provide itemized receipt from purchase to Study Abroad Office.