

## 1. Program Travel Policy

Travel is an essential component of a study abroad immersion experience. That is why this program facilitates participation in the Yale Club of Beijing book donation trips and arranges additional travel outside Beijing each semester as well. However, travel needs to be balanced with other aspects of the program. This is primarily an academic program, and we need to devote most of our energies to the classroom and to campus life. Many of the cultural encounter goals that can be met by the experience of travel can also be met in Beijing through local excursions and other student-organized activities on and off campus.

Moreover, a major theme of this program is the city of Beijing in particular as a world city and embodiment of so much that is going on in China. There is, of course, a great deal to see outside Beijing that you can't see or experience in Beijing (and program participants will see a lot of it), but this program is designed primarily as an encounter with Beijing that is deeper than is typical for foreign students. With these considerations in mind, travel support and planning must adhere to the following guidelines:

1. There will be one program-organized trip each semester, for which the program will cover all expenses for Yale and PKU student program participants, program administrators and faculty and their immediate family members. Program participants are invited, but not required to go on this trip.
2. The program encourages student participation in the Yale Club of Beijing's book donation trips and will cover the expenses of PKU and Yale student program participants, program faculty and administrators up to 500 yuan per person per trip.
3. If Yale students are invited to accompany Yuanpei students on visits to Yuanpei students' hometowns, the program will cover transportation costs for Yuanpei students and the Yalies who accompany them and, if, for some reason, the students are unable to stay at the Yuanpei student's family residence, the program will pay for lodging. The cost paid for both transportation and lodging will be based on the minimal costs at the time of the visit. Students participating in this type of travel are not required to be each other's roommates. This is a hometown trip and hotel and transportation to other sites outside the hometown is not covered.
4. The program *may* provide funding for student-organized travel. Students who wish to organize their own trips may do so according to the following guidelines:
  - a. Self-organized travel participants must fill out the travel proposal form and submit it to the Resident Director at least two weeks before departure.

b. The proposal has to have a justification beyond tourism, including some kind of writing or field work, resulting in a report from each traveler.

c. The itinerary must not conflict with the scheduled class meetings of any of the participants.

d. Participants who are Yuanpei students must receive permission to travel from Yuanpei College administration.

e. The travel proposal form must include a list of travelers, a principal student contact, a budget and a daily itinerary, including pre-booked hotels/hostels.

f. At least  $\frac{1}{2}$  of all Yalies must be committed to traveling on the proposed trip.

g. The Resident Director reserves the right to reject a travel proposal for safety, financial or other reasons.

5. Only Yale participants may travel overseas.

6. For small-group or individual travel not funded by the program, students must provide the Resident Director with their itineraries including destination(s), time of departure and arrival, and the name and number of the place(s) at which they are staying. All students must also provide the Resident Director with their cell phone numbers, if she does not have them already.