



Iacocca International Internship Program

Lehigh University - Travel Disruption Policy

There is always a possibility that travel for international experiences can be disrupted by delays or cancellations due to inclement weather or other unforeseen circumstances such as an aircraft mechanical malfunction. Below are steps that participants, faculty/staff should take manage travel disruptions.

Student

1. Prior to departure, provide the IIIP Office with your information: passport information, emergency contact, and health information.
2. Check status of flights for delays and cancellations at least 24 hours prior to your flight. Because IIIP books with Travel Time, you will automatically be enrolled for any flight updates or cancellations. It is still advised that you check flight details within those 24 hours prior to departure.
3. Notify the IIIP staff members of any delays or cancellations that you may not be able to adjust directly at the airport.

Program Office

1. Prior to program departure, staff will collect: in-country cell phone number, email address, and emergency contact information for each participant and any Group Program leader.
2. Inform parents/guardians of this policy by way of the IIIP Parent/Guardian letter, and provide a link to it.
3. Book airfare using Travel Time; staff will forward to each student their flight information, including airline reservation number.
4. Offer general guidance and support to students and group internship Program Leaders, as needed with regard to this policy.

Group Program Leader

1. Check status of your flights for delays and cancellations at least 24 hours prior to flight.
2. Call Travel Leaders (see contacts below) or work directly with the airline to make changes to your itinerary as needed.
3. Work with your in-country contacts to make the necessary arrangements and accommodations for unplanned or updated arrivals, especially if you are not travelling with the participants.
4. Inform IIIP staff of any and all updates, as able.

Travel Time Contacts: (Individual and Customized flights):

Tom Shenk, 717-945-5025, tom@trvltime.com

Barbara Hamilton, Phone 678-383-2424 x20112 or email: bhamilton@tlcorporate.com

Travel Time (Emergency and After Hours): 717-299-6600

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