



Office of International Programs

201 Wingo Hall
Charleston Southern University
Charleston, South Carolina
843-863-7569



International Travel Arrangements

The sponsoring faculty member is responsible for all group travel arrangements to and from the overseas location and while traveling within the project country(ies). Sponsors may use any travel agency they wish in arranging international travel; or, sponsors may choose to personally make travel arrangements for the group. The Office of International Programs does not make travel arrangements but will assist groups in the process.

It is expected that groups will travel together and that the sponsoring faculty member will accompany the participants.

The Office of International Programs has had successful experiences with the following travel agencies:

Raptim Travel International (<http://www.raptimusa.com/>)

This agency specializes in travel arrangements for mission agencies, churches and religiously-affiliated universities and organizations.

AFC Travel (<http://www.afctravel.com/>)

This agency specializes in travel arrangements for mission agencies, study abroad programs and religious organizations.

Deposits made to airlines and/or travel agencies for travel reservations are made from monies collected and on account in the CSU Business Office. Providing “advances” of funds not on deposit for use in making ticket purchases or to hold reservations is not the practice of the university. Therefore, it is necessary to begin trip planning as early as possible and to make certain that the *initial* deposit required of participants is large enough to cover airline down payments (usually \$100-\$150 per person).