

This Single Point of Contact (SPC) document is designed to provide information and assistance to students and faculty who are engaged in international educational opportunities. The SPC provides regulatory, logistical and point of contact information of university offices for students and faculty to contact regarding international travel.

## Single Point of Contact - Administrative Areas

DEPARTMENT	TOPIC	CONTACT <i>CAMPUS, if applicable</i>	TITLE(S) PHONE NUMBER EMAIL ADDRESS	Points of Assistance
<b><u>Accounting Services</u></b>	Payroll, Payroll Tax Issues	Tina Miles	Director of Payroll services 314-935-4789 <a href="mailto:tina.miles@wustl.edu">tina.miles@wustl.edu</a>	Handles receipt of wage and stipend payments for students and faculty working abroad Assists completion of additional paperwork required when traveler has elected direct deposit into foreign bank account
	Taxes - Business Related	Michael Dunlap	Associate Vice Chancellor for Finance & Controllor 314-935-9853 <a href="mailto:michael.j.dunlap@wustl.edu">michael.j.dunlap@wustl.edu</a>	Assists in determining if external programs or activities have tax implications for the school/university Assists in the proper filings/remittances of any tax liability that may occur internationally
	Travel Expense Policy	Lisa Gibbs	Manager of Accounts Payable 314-935-5710 <a href="mailto:lisa.gibbs@wustl.edu">lisa.gibbs@wustl.edu</a>	Assists with WU travel policy questions Assists filling out reports (paper and digital) for international travel
<b><u>Treasury Services</u></b>	Bank Accounts, Foreign Currency Foreign Financial Institutions, Wire Transfers	Janet Copley	Cash Manager 314-935-4380 <a href="mailto:janet.l.copley@wustl.edu">janet.l.copley@wustl.edu</a>	Assists departments with coordinating international transfers of funds transfers and working with foreign financial institution Provides information on access and use of foreign currency Evaluates requests for any University-associated foreign bank accounts
	Foreign Currency Hedging	Martha Bradley	Assistant Treasurer 314-935-4547 <a href="mailto:martha.a.bradley@wustl.edu">martha.a.bradley@wustl.edu</a>	Advises on currency hedging alternatives and possibilities
<b><u>Research Office</u></b>	Research Topics	Denise McCartney	Associate Vice Chancellor Research Administrator 314-747-6253 <a href="mailto:mccartnd@wustl.edu">mccartnd@wustl.edu</a>	Responsible for University-wide research policies, procedures, operations, support infrastructure and educational programs Serves as a resource for institutional strategic research planning and development
<b><u>Compliance Office</u></b>	Export Controls	Laura Langton	Manager, Research, Integrity & Ethics 314-747-1378 <a href="mailto:collinsn@wustl.edu">collinsn@wustl.edu</a>	Advises faculty/employees if WU-owned equipment is controlled for export to the proposed country of destination Advises faculty/employees if the contents of any proposed presentation abroad would violate the export control laws Advises faculty/employees if WU-generated data/research results is controlled for export to the proposed country of destination Screens individuals and institutions for presence on restricted party lists
<b><u>Sponsored Projects Accounting</u></b>	Grant Compliance - Post Award	Joseph Gindhart	Assistant Vice Chancellor & Director, Sponsored Projects Accounting 314-935-7089 <a href="mailto:jgindhart@wustl.edu">jgindhart@wustl.edu</a>	Compliance with Fly America Act (required use of US Flag air carriers) Provides assistance in determining allowability, allocability and reasonableness of international travel Proper documentation of international travel (receipts, foreign exchange rates, etc)
<b><u>Human Resources</u></b>	Hiring, Benefits, Employee Agreements and Employment issues	Legail Poole Chandler	Vice Chancellor for Human Resources 314-362-4900 <a href="mailto:legail_chandler@wustl.edu">legail_chandler@wustl.edu</a>	Assists with hiring, employee agreements and benefits procurement
		Sara Wright	Senior Human Resources Manager 314-935-3147 <a href="mailto:sara.wright@wustl.edu">sara.wright@wustl.edu</a>	
<b><u>Student Health Services</u></b>	Student Health Issues	Debra Harp <i>Danforth Campus</i>	Director of Administration, Habif Health and Wellness Center 314-935-6649 <a href="mailto:debra_harp@wustl.edu">debra_harp@wustl.edu</a>	Provides Medical Services, including evaluation/treatment of illness and injuries as well as preventative care Oversees Mental Health Services and assists students in resolving personal and interpersonal difficulties Provides Health Promotion Services program regarding information on issues and topics affecting academic success
		Karen Winters, M.D. <i>Medical Campus</i>	Director, Student Health Services 314u 362u 2346 <a href="mailto:karenw@wustl.edu">karenw@wustl.edu</a>	Meets with students to complete health screening at least one month prior to international travel (314-362-3523) Meets with WU employees planning to travel abroad for official WUSM business (314-362-3528)
		Debra Harp <i>Danforth Campus</i>	Director of Administration, Habif Health and Wellness Center 314u 935-6649 <a href="mailto:debra_harp@wustl.edu">debra_harp@wustl.edu</a>	Offers affordable medical insurance plan for international travel Confirms current student health insurance plans for all full-time, degree seeking students
	Student Health Insurance	Betty K. Feagans <i>Medical Campus</i>	Manager, WUSM Student Health Services 314u 362-3523 <a href="mailto:feagansb@wustl.edu">feagansb@wustl.edu</a>	Confirms immunizations are up-to-date before traveling abroad Provides necessary medications and counseling before international travel

<b><u>Office of the Registrar</u></b>	Verifying Enrollment, Degree and Credits	Sue Hosack <i>Danforth Campus</i>	University Registrar 314-935-5567 <a href="mailto:sue.hosack@wustl.edu">sue.hosack@wustl.edu</a>	Verification point for enrollment and degrees System administrator for the Student Information System (SIS) database for Danforth Campus
	Verifying Enrollment, Degree and Credits	Debbie Monolo <i>Medical Campus</i>	Associate Dean for Academic Affairs/Registrar 314-362-6848 <a href="mailto:monolo@wustl.edu">monolo@wustl.edu</a>	Verification point for enrollment and degrees
<b><u>Financial Aid</u></b>	International Funding	Vicki Mueller	Assistant Director, External Scholarships Programs 314-935-5977 <a href="mailto:victoria_mueller@wustl.edu">victoria_mueller@wustl.edu</a>	Explanation of how student's financial assistance award can be used for abroad studies Provide resources of available funds for international travel Notary services for required documents for study abroad programs
<b><u>Insurance/Risk Management</u></b>	Medical Malpractice Coverage	Keith Klein <i>Danforth Campus</i>	Director of Insurance and Risk Management 314-935-5547 <a href="mailto:keith.w.klein@wustl.edu">keith.w.klein@wustl.edu</a>	Provides verification of Washington University's program with international SOS Assists with questions regarding coverage for students traveling abroad
	Medical Malpractice Coverage	Dawn D. Pesti <i>Medical Campus</i>	Director, Risk Management 314-362-6957 <a href="mailto:pestid@wusm.wustl.edu">pestid@wusm.wustl.edu</a>	Provides WU sponsored medical practice coverage for students or faculty when traveling internationally
<b><u>University Compliance Office</u></b>	Internal controls, Fraud Issues and Compliance issues	Gail Peters	Executive Director of Compliance and Audit 314-362-4915 <a href="mailto:petersg@wustl.edu">petersg@wustl.edu</a>	Maintains University hotline for reporting WU related suspected cases of fraud, ethics violations or violations of WU compliance Maintains WU Code of Conduct Maintains WU Procurement Conflict of Interest policy, relating to faculty/staff travelers Assists with questions regarding acceptance of business meals, business entertainment, or gifts from vendors
<b><u>Resource Management</u></b>	Purchasing Abroad	Alan Kuebler	Assistant Vice Chancellor Executive Director for Resource Management 314-935-5727 <a href="mailto:Alan_Kuebler@wustl.edu">Alan_Kuebler@wustl.edu</a>	Resource Management group assists travelers who encounter travel-related issues with airlines/hotels Provides assistance in arranging for shipping packages as imports/exports
		Christopher Doyle	Senior Contract Management Liaison 314-935-7689 <a href="mailto:christopher_doyle@wustl.edu">christopher_doyle@wustl.edu</a>	Assists travelers who encounter travel-related issues with airlines/hotels
		Gary Maus	Contract Manager Liaison 314u 935-7052 <a href="mailto:gary_maus@wustl.edu">gary_maus@wustl.edu</a>	Provides assistance in arranging for shipping packages as imports/exports
<b><u>Office for Int'l Students and Scholars</u></b>	Visa Services	Martha Turner	Directo Int'l Student and Scholar Advising (314)935-5910 <a href="mailto:mturner@wustl.edu">mturner@wustl.edu</a>	Assists with American visas and immigration regulations for international students
		Katie Emerick	International Scholar Advisor 314-935-5910 <a href="mailto:katie.emerick@wustl.edu">katie.emerick@wustl.edu</a>	Assists with American visas and immigration regulations for international faculty
<b><u>Human Resource Protection Office</u></b>	IRB	Martha Jones	Executive Director, HRPO 314u 747-7034 <a href="mailto:jonesma@wusm.wustl.edu">jonesma@wusm.wustl.edu</a>	Consults on regulatory requirements when conducting human subjects research Review and approval of human subjects research protocols conducted internationally
<b><u>Public Affairs</u></b>	Media Services	Jill Friedman	Vice Chancellor for Public Affairs 314-935-5408 <a href="mailto:sjgivens@wustl.edu">sjgivens@wustl.edu</a>	Provides media assistance services

