

Faculty and Staff are asked to provide information about the academic content, trip logistics, course structures and activities for the proposed international travel program. For academic trips, this proposal will be reviewed by departmental chairs for approval before being submitted to the Provost and Vice President for Student Affairs/Dean of Students for approval. For non-academic trips, the approval of the respective Vice President is required.

### TRIP INFORMATION

Overview		
Program Title:		
Course title(s) if different from above:		
Program Location(s):		
Proposed Course Dates:	Start:	End:
Extension or Optional Course Dates:	Start:	End:
Final project/assignment Due Date:	Start:	End:
Number of credits:		
Term and Year to be offered:	Term:	Year:
Courses taught in-load?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Lead Faculty or Staff			
<i>Lead Faculty or Staff</i>		<i>Secondary Faculty or Staff</i>	
Name:		Name:	
Title:		Title:	
Department:		Department:	
Phone:		Phone:	
Email:		Email:	

Syllabus
<p>Please append a draft course syllabus; it is understood that the drafted syllabus may change throughout the program planning process. The course syllabus should include the following:</p> <ul style="list-style-type: none"> <li>• Course Description – Please include a narrative overview of the course describing academic content, excursions, field experiences, service learning, maximum/minimum enrollments, etc.</li> <li>• Student Roster – Please provide a list of students that will participate in the program. Note that the roster can be changed as the trip is finalized. A final roster will need to be provided to Risk Management at least 2 weeks prior to departure so that insurance may be obtained.</li> <li>• Daily Schedule – Please provide a detailed daily itinerary that includes city/location, housing, travel days, site visits, speakers, planned class sessions or debriefs, planned free time and/or other relevant group activities.</li> <li>• Intercultural Interaction – Please list activities and assignments that provide for significant cross-cultural interaction between participants and host nationals.</li> <li>• Program Partners – Please list any individuals or organizations either in the US or your host country that will assist with the planning, offer course content, or provide service learning opportunities, including a brief description of them and the service(s) they will provide. (Weblinks are appreciated, if available.)</li> </ul>

## DRAFT BUDGET

Please include estimates of all Program costs. The Business Affairs Office can assist with the development of your budget. Please do not announce any cost information other than the final budget estimate.

<b>Faculty/Staff Expenses:</b>		# of faculty/staff: ____
<b>Item</b>	<b>Cost per faculty/staff</b>	<b>Total Cost for all Faculty/Staff Travelers</b>
Airfare		
Visa		
Immunizations		
Lodging		
Per diem meals and incidentals		
Entrance fees		
Travel insurance Required - \$2.00/day (7 day min)		
Other: _____		
<b>Faculty/Staff Expenses Subtotal</b>		
<b>General Program Expenses</b>		
<b>Item</b>		<b>Cost</b>
In-country cell phone	Required	\$Actual Cost
On-campus marketing materials		
<b>Direct Expenses Subtotal</b>		
<b>Student Expenses</b>		
<b>Note: these elements are listed per student.</b>		
<b>Item</b>	<b>Note</b>	<b>Cost</b>
Accommodations		
Meals		
Entrance fees		
In-country transportation		
International airfare		
Airport exit fees		
Immunizations		
Spending/sightseeing funds		
Language study		
Visa fees		
Travel insurance	Required - \$2.00/day (7 day minimum)	
Other: _____		
<b>Student Expenses Subtotal</b>		

## PROGRAM APPROVAL

Faculty and Staff are required to receive approval from their department chairs prior to submission to the Provost and Vice President for Student Affairs/Dean of Students. After approval, please use the International Travel Checklist to complete the other required processes for the trip.



**Department Chair Approval:**

---

**Signature:**

**Date:**

---



**Dean or Associate Provost Approval:**

---

**Signature:**

**Date:**

---



**Provost:**

---

**Signature:**

**Date:**

---



**Vice President for Student Affairs/Dean of Students:**

---

**Signature:**

**Date:**

---