



Date of submission
of form:

BASIC INFORMATION

Trip leader and contact information:

On-site back up trip leader and contact information:

Academic department/program affiliation/sponsoring organization:

Related course (if any):

Registration deadline:

Planned start date:

Planned end date:

Purpose of trip:

Itinerary [major destinations]:

Approximate cost per person:

Other costs:

Planned source(s) of funding (if any):

Target population:

Restrictions on participation (if any):

Third-party contractor (if any):

APPROVALS/NOTIFICATION

| STEP # | OFFICIAL | REQUIREMENT | SIGNATURE | DATE SIGNED |
|--------|--|--|-----------|-------------|
| 1 | Department Chair | approval required for all travel | | |
| 2 | Dean | approval required for all travel | | |
| 3 | Director of Academic Operations & Policy | administrative support assistance | | |
| 4 | Assistant Vice President for Finance | notification for liability purposes (overnight or international travel only) | | |
| 5 | Vice President for Academic Affairs | approval required for international travel only | | |

Faculty member will be notified after final approval.