



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 Professional Studies & Continuing Education	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.