

# Request for International Travel

If you are planning to submit a proposal or request for international travel for study abroad or a staff/faculty exchange, please complete the information below and submit this form to your supervisor and campus president/vice president. By completing this form, you are authorized to move ahead with any proposal that involves international travel. **Please note that this form does not mean that your request is approved. You are still required to submit a proposal as required depending upon your travel type.** All proposals that require international travel must tie into the *Strategic Plan for International Education* and your campus plan. Send this signed form along with any supporting documents to the SAGE office (DO-335).

- If you are requesting funding from the International Education budget, you must include a **DRAFT PROGRAM ITINERARY** and a **DRAFT BUDGET** with this form.
- If you are applying for a sabbatical or Endowed Chair that involves international travel, please be sure to register your trip with the SAGE office prior to departure. You can find instructions on preparing for your international travel and forms that you will need on the following website page: <http://valenciacollege.edu/international/studyabroad/faculty-staff/internationaltravel.cfm>

Traveler's Name:		Request Date:	
Traveler's Campus:		Program Type:	
Traveler's Phone:		City and Country Destinations:	
Supervisor's Name:		Term of Travel:	
Supervisor's Phone:		Travel Start/End Dates:	

Please give a brief description of your project and goals. Explain how this international experience will align with your campus plan and the *Strategic Plan for International Education*. Visit the following website page for a list of the goals:  
<http://valenciacollege.edu/international/studyabroad/faculty-staff/committees.cfm>

How will your program be funded (list projected expenses and funding sources)?

What is your plan to share your work with colleagues upon your return?

Has this country been on the Dept. of State Travel Warning List in the past year? If yes, please justify your request.

## FACULTY ONLY:

Will this travel require you to miss any classes?	
Will this travel conflict when grades are due?	
Study Abroad - How many contact (credit) hours?	
Study Abroad – How will this course factor into the term workload?	
Will this travel require a substitute for your classes?	

If a substitute is needed, please provide specific dates that classes will be missed due to this travel. If classes will be missed, an instructional plan that supports learning and the required instructional minutes per course is required. Please specify your plan. **PLEASE SEND A COPY OF THIS FORM TO HUMAN RESOURCES (MC 3-33).**

## SIGNATURES:

Traveler's Name and Signature:	Date:
Supervisor's Name and Signature:	Date:
Campus President / Vice President Name and Signature:	Date: