



## **International Travel Authorization for College Related Business**

### **Board Policy 7400 Travel**

The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Staff members employed within the Office of International Students and the campus abroad programs at Foothill-De Anza Community College District who are performing their regularly assigned duties requiring international travel are not required to obtain advance approval for travel. In all other cases, international travel must be approved in advance by the Chancellor. The Chancellor shall submit a report to the Board of Trustees of all international travel approved under this policy.

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### **THE CHANCELLOR'S APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS**

**Full name:**

**Destination:**

**Dates of travel:**

**The following arrangements have been made for coverage of my classes/work:**

**How will this trip advance the purpose of the District?**

**Estimated Total Cost**

**Total from the  
General Fund  
(Fund 14)**

**Source(s) of funding**

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**Employee's Signature:**

\_\_\_\_\_

**Date**

**Managing Supervisor's  
Signature:**

\_\_\_\_\_

**Date**

**Pres./Vice Chancellor's  
Signature:**

\_\_\_\_\_

**Date**

**Chancellor's Signature:**

\_\_\_\_\_

**Date**

*A signed copy of this form must be submitted with your request for travel reimbursement*