

**College of Communication and Information Sciences
International Travel Approval Form**

POLICIES

Faculty and staff wishing to embark on official University travel in another country must first gain prior written approval from the Provost. Before using federal contract or grant funds to travel internationally, prior approval must be obtained from the sponsoring agency.

INTERNATIONAL TRAVEL INFORMATION

Name of Faculty or Staff Member:

Department:

Purpose(s) of International Travel:

Dates of planned travel:

City(s), Country(s) to be visited (attach itinerary if available):

Contact information during travel (cell phone, email, etc.):

Source(s) of funds:

| | | |
|---------|--------------|-----------|
| Budget: | Air fare | \$ |
| | Lodging | \$ |
| | Meals | \$ |
| | Registration | \$ |
| | _____ | |
| | Total | \$ |

SIGNATURES

Applicant

Date

Department Chair/Director

Date

Dean

Date

Provost

Date

In the event that any regularly scheduled classes will be missed due to this proposed travel, please described planned coverage.

C: Capstone International Center, Box 870254