

SHORT-TERM TRAVEL PROPOSAL

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Program/Activity Leader Information

Name(s) of Faculty Leaders (Dept):

Name of Chaperone (if any):

Proposed Program Title:

Program Location(s) (all cities and countries):

Program Beginning and Ending Dates:

Risk-Management Concerns in Destination(s), if any. (Please explain steps taken to minimize any risks):

Course Information

List all courses to be taught, along with corresponding instructor. On far right, indicate whether the course fulfills a General Education (GE) or Major (M) requirement. If it will be an Elective, indicate whether it will fulfill the Intercultural (I) requirement or just a regular Elective (E).

Prefix	Course #	Credits	Title	Instructor	GE,M,I,E
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In addition to this page, you will need to submit the following:

- **Travel Itinerary**, including destinations, mode of transportation (train, bus, etc), accommodations (dormitory, hotel, etc), and meals included in cost of trip
- [Course Proposal Form](#) (one for each proposed course)
- [Travel-Course Budget](#)

Approval Signatures:

_____ Department Chair(s)

_____ Dean of Academic Programs