INTERNATIONAL TRAVEL PROPOSAL

(This form is used for Athletics)

(To be submitted 3 months prior to departure)

PROGRAM INFORMATION – TO BE COMPLETED BY THE GROUP LEADER

Program Title:		
Sponsoring Department:		
Program Location (City and Country):		
Program Dates (MM/DD/YY): FROM: TO:		
Program Length in Days:		
Is this the first time this program has been offered? If no, please list date of last travel:		
Program Description:		
Please list the eligibility requirements for participants to be permitted to attend the program:		
What is the maximum number of participants this program will enroll based on program content and location?		
Please list the name and contact information for the Partner Institution or Third Party Provider you are working with, if any, on the logistics and planning for this program:		
Provide a detailed itinerary including all the locations and cities you will visit during this travel:		
Type of program housing anticipated to be used (check all that apply): Host university dormitories Commercial hotels/apartments Hostels Other (please explain);		
Please provide a complete listing of all accommodations with location and contact information that you plan on using during this program (if known):		
Please describe the primary mode of transportation (to country and within country) including names of companies (if known):		

GROUP LEADER INFORMATION

Group Leader:		Campus Department:	
Telephone #.		Email Address:	
with local customs, culture, la	anguage, laws, etc. If the prima	the proposed program location and your familiarity ary language spoken there is not English, please primary language of that country, and/or your plan	
After completing f	form, print, sign, and date, obtain a	pproval and submit completed form to OSA.	
PROGRAM LEADER AGR	FFMFNT•		
I KOGKAWI LEADEK AGK			
I understand and accept my leadership responsibilities as the Program Leader on this proposed Program and agree to uphold the expectations required of me in this role;			
Name/Title	Signature	Date	
HEAD COACH AND/OR DIRECTOR OF ATHLETICS			
I have reviewed and approve this proposal;			
Signature		Date	
Signature		Date	