

# **INTERNATIONAL TRAVEL PROPOSAL**

*(This form is used for Service Learning Trips)*

(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): <input type="checkbox"/> Host university dormitories <input type="checkbox"/> Commercial hotels/apartments <input type="checkbox"/> Hostels <input type="checkbox"/> 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):

