Travel Program
Proposal Form

In order to assist the approving authority in the evaluation of this proposal, please provide the purpose of the travel and the educational value you perceive the travelers receiving. If you need more space, please feel free to attach an additional sheet.

Program Title: __________________________________________________________

Term: Fall [ ] Winter Session [ ] Spring [ ] Summer [ ] Year_____

Department/Division: ____________________________________________________

Instructor(s)/Leader(s): __________________________________________________

Destination(s): _________________________________________________________

Date(s): ______________________________________________________________

Emergency Contacts (name/number):

1) _________________________________________________________________

2) _________________________________________________________________

3) _________________________________________________________________

Approvals:

Department Chair/Director:
Signature: ________________________________ Approve/Disapprove Date: ______

Area Head/Vice President/Designee:
Signature: ________________________________ Approve/Disapprove Date: ______

Return all completed travel forms to the approving vice president.

For Academic Affairs’ travel requests, completed travel forms should be returned to David Crane, Assistant Dean of Credit Programs.