EAST TEXAS BAPTIST UNIVERSITY
INTERNATIONAL TRAVEL PROPOSAL FORM

Group: _____ Dates of Proposed Trip: _____

Purpose of trip:

Is the proposed trip in conjunction with International Travel/Study or other groups? _____

If so, describe:

Summary of Itinerary:

Number of Participants: Minimum: _____ Cost/person: _____
Maximum: _____ Cost/person: _____

Attachments
1. Detailed itinerary
2. Detailed budget
3. Parties responsible for arrangements (International Office, travel agency, sponsor)
4. Description of housing, food, and local travel arrangements
5. Special information about the host country (partners, economy, health/safety issues, etc)
6. Academic, missional, cultural goals
7. Requirements for students to participate
8. Leaders and sponsors traveling with the group
9. Other participants that may be included
10. Plans for publicizing the trip and recruiting students
11. Plans for administrative and cultural preparation
12. Travel necessary to prepare for this project
13. Faculty to accompany this trip in preparation for other project, if known
14. Assistance needed from the Office of International Education, Great Commission Center, other ETBU offices

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Recommended by:

_____ _____
Sponsor Date Director of International Education Date

_____ _____
Vice-President Date Provost Date