

## 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.

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**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.**