



PROPOSAL FOR FACULTY/STAFF-LED RECREATIONAL TRIP ABROAD

Please complete and submit this Travel Study Proposal Template by the established due date (see <http://www.uttyler.edu/oip/facultyresources/createtravelstudy.php> for due dates) and follow all international travel requirements as described in UT Tyler's Handbook of Operating Procedures (HOP) and Chapter 13 of the Manual of Policies and Procedures for Student Affairs (MOPP). Return to the Office of International Programs on or before the deadline date for processing to the International Studies and Intercultural Affairs Committee (ISIAC) for evaluation and recommendation. The OIP will forward all accepted proposals to the Provost's Office for final review and approval.

- Name:

- Title:

- Department:

- Email Address:

- Course Number:

- Course Title:

- Credit Hours:

- Term:

- Location (Country):

- Approximate Dates of Travel:

- Travel Agent/Provider:

Country is listed on U.S. Department of State website Travel Warning List:

If yes, provide additional details as to why the trip should occur when it is listed on the Travel Warning List on question 18 and please note that once the trip has been approved, travel approval will need to be obtained by the International Oversight Committee.

APPROVALS:

Faculty/Staff Member(s) (Signature & Date)

Print name

Department Chair (Signature & Date)

Print name

Dean (Signature & Date)

Print name

Chair, International Studies and Intercultural
Affairs Committee (Signature & Date)

Print name

Assistant Vice President of
International Programs (Signature & Date)

Print name

ESTIMATED STUDENT EXPENDITURES FOR TRAVEL

Please list total cost of trip below as well as the total anticipated cost to the student.

- **International airfare** _____
- **Domestic airfare** _____
- **Other Transportation** _____
- **Lodging** _____
- **Meals** _____
- **Guest lecturers, gifts, hospitality, etc.** _____
- **Admissions, tickets, special events** _____
- **Instructional materials** _____
- **Office of International Programs Processing/Administrative Fee** _____
- **UT System International Travel and Health Insurance** _____
- **Other costs (please specify in additional notes)** _____

Total Cost of Trip per Student = \$ _____

Additional notes:

ACADEMIC CONSIDERATIONS

1. Will you be working with a travel study company?

If yes, list name of company.

NOTE: All contracts with tour companies must be vetted by the UT Tyler Office of University Counsel. The Office of International Programs will assist with this process.

2. Summarize the purpose of the proposed trip.

3. What knowledge, experience, or skill is the student expected to acquire during this trip?

4. Have you conducted a faculty/staff-led student recreational trip before? If so, please describe.

4. Will minors be participating in the trip?

5. Generally describe the activities students will be expected to complete.

6. What preparation and other experiences qualify you to offer such a trip?

7. What general itinerary do you propose to follow? (You will have an opportunity to make alterations later if necessary.) Must include the following: Activities designated for each day, hotel accommodations, phone number and address of hotel accommodations, method of travel from location to location (should a name of a location be unavailable, please submit GPS coordinates).

INSTITUTIONAL IMPLICATIONS

8. Will your offering this trip affect enrollment distribution in your department and school/college? If yes, please explain.

9. Is this trip part of an exchange agreement with a foreign institution? If yes, give its name and location.

10. What effect will your absence from campus have on the distribution of workload in your department? If part-time faculty/staff will be hired to replace you, what is the approximate cost to the university?

ENROLLMENT

11. Identify the clientele for this trip and estimate their number. How do you propose to recruit them?

JUSTIFICATION

12. Does the proposed trip require academic, cultural, and physical resources that are not available in the State of Texas? Explain.

13. Can this trip be led here or at a location other than the one you have proposed?

14. Have you traveled to this location before?

If yes, when did your most recent travel to this location occur?

SAFETY CONSIDERATIONS

NOTE: The faculty/staff member must complete and provide proof of completion of the UT Tyler Campus Security Authority Training Modules provided by the UT Tyler Police Department.

The faculty/staff member must provide proof of First Aid certification and CPR certification. If the faculty/staff member is not First Aid and CPR certified, please visit <http://www.redcross.org/local.northtexas/locations/east-texas> for instructions, in order to obtain certification prior to the departure of the trip.

Additionally, the UT Tyler Manual of Operating Procedures forms require that the faculty/staff member provide the contact information for a *local hospital* to be used in case of an emergency. Please begin obtaining this information prior to the departure of the trip.

15. Will you have an emergency international cell phone?

If no, please indicate plan to ensure you will have access to an international cell phone in case of emergency during the trip.

16. Please indicate two local emergency contacts in each country to be visited (add additional contacts as needed):

Country 1:

Emergency Contact Name 1:

Phone:

Please indicate if landline or cell phone:

Address:

Emergency Contact Name 2:

Phone:

Please indicate if landline or cell phone

Address:

17. Emergency Evacuation Plan (*please include information beyond stating that the U.S. Embassy or International SOS would be contacted. Research is necessary to show due diligence.*):

HEALTH CONSIDERATIONS

18. Identification of any health concerns specific to the activities undertaken on the trip, or your host country (this information will be included on the Student Pre-Travel Health Assessment Form):

ADDITIONAL CONSIDERATIONS

19. Provide additional information as needed (i.e. why the trip should occur if it is listed on the Travel Warning List, any important information related to the trip not requested, etc.).