



International Academic Study Tour Approval Form

Please obtain signatures as they appear below. Tour contracts must be signed by the university's Procurement Officer. This proposal form with approvals must be submitted to the Study Abroad Director **prior to** recruitment and enrollment of participants (at least six months prior to departure). Participants must purchase insurance through the university.

Faculty/Staff Tour Leader

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Co-Leader(s)

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Name: _____

Department: _____

E-mail: _____

Telephone: _____

Academic Study Tour Course Details

Destination(s): _____

Dates: _____ **Academic Term:** _____

Tour Company(s): _____

Course Prefix/Number/Title: _____

Course Credit: _____

Enrollment Minimum: _____ Enrollment Maximum: _____

Student Eligibility Requirements: _____

Is this Tour open to community participants? Yes _____ No _____

Brief Course Description: Attach preliminary syllabus and itinerary including estimated costs. Indicate what expenses are not covered in the tour package.

Tour Review and Approval

Director, Study Abroad _____ **Date** _____

Director, International Affairs _____ **Date** _____

Department Chair _____ **Date** _____

Dean/Supervisor _____ **Date** _____

Provost _____ **Date** _____

Received Procurement Officer _____ **Date** _____