

## Faculty International Travel Approval Form

All sponsored and/or official university international trips (i.e., faculty-led, int'l ambassador, int'l summer program, etc.) must be approved by your Dean **BEFORE** planning and coordinating the international trip.

1.	Title of Faculty-Led Trip or Destination	Today's Date
2.	Title of Course(s) –(if applicable) NOTE: You must be <b><u>qualified</u></b> to teach the courses listed.	
2a.		
3.	Is this course part of your regular course load? ( ) Yes ( ) No	
Complete only if applicable		
4.	Dates of Travel	
5.	Name of Lead Faculty	
6.	UIW Office #	P.O. Box
	Phone	Email
Complete only if applicable		
7a.	Name of Co-Faculty	Phone
		Email
7b.	Name of Co-Faculty	Phone
		Email
7c.	Name of Co-Faculty	Phone
		Email
Complete only if applicable		
8.	Have you applied for, or are you now receiving, support for this trip? If <b>yes</b> please complete 8a.	Yes No
8a.	Source of funds?	How much?
Complete only if applicable. Faculty may update/submit items once they are confirmed.		
9.	Please check the materials accompanying this application.	
	___ Itinerary	___ Budget
	___ Course Outline (per UIW faculty Hand Book 45 contact hours must be met)	___ Proposal (if, applicable - maximum 5 pages single-space)
Deans may sign with the understanding that items above may need to be updated at a future date.		
10.	Dean's Comments:	
	Dean's Signature _____	
	*Dean's signature required to approve the international trip.	

NOTE: Please submit a copy of the signed form to the Study Abroad Office a [studyabroad@uiwtx.edu](mailto:studyabroad@uiwtx.edu)