

International Travel Proposal

Name:	Division:
Destination:	
Start Date:	End Date:
Total Projected Costs: \$	<u></u>
Amount Requested from the Council on Excellence: \$	
Amount Requested from Departmental Budget: \$	
Complete ALL sections for Travel*	
Conference Title, Institution, Business, or Perso	n(s) to be visited:
Explanation of how the travel contributes to the	College District's Strategic Goals:
Role the employee shall play: Noursets an alker.	☐ Troining
Keynote speakerConference presenter	☐ Training☐ Participation
Session facilitator	Other Other
Date and purpose of any previous international	travel:

Briefly describe how you are engaged in college service at Collin.

Requestor	Date	Immediate Supervisor	Date
Vice President	Date	Executive Vice President	Date
District President	 Date		

to the District President.

Application for approval must be submitted through the approved travel process at least three months prior to international travel; exceptions approved by appropriate Vice President. International travel must be approved by the immediate supervisor, appropriate Vice President, and the Executive Vice President prior to submission

^{*}Please attach Risk Assessment Report from the State Department for destination and an updated report within one month prior to travel. Repayment of travel expenses will be required if individual leaves employment of Collin College prior to 12 months following the completion of the International Travel.