



WALLACE STATE

HANCEVILLE • ONEONTA

TRAVEL ABROAD PROPOSAL



Program Title				
Proposed by:	Name		Phone	
	Title / Department		Email	
	Name		Phone	
	Title / Department		Email	

Study Abroad Location(s) <i>(attach sample itinerary)</i>				
Trip Dates (MM/DD/YYYY)	From		To	
Estimated Number of Participants	Students		Staff	
Estimated Itemized costs per participant (include airfare, hotels, insurance, taxes, fees, # of meals, ground transport, etc.)				
Briefly Describe the Study Abroad Program's Purpose & Activities				
Benefits of the proposed program to WSCC and students				
Service Learning: Is Service learning a part of the Study Abroad?	__ YES __ NO If yes, please describe: NOTE: The Kenya Relief program requires a special application – see www.wallacestate.edu/abroad			
What provider do you propose for this trip? Include provider contact information. (To be coordinated with International Office)				

<p>Please visit the U.S. Department of State website (travel.state.gov) and the Center for Disease Control website (cdc.gov) for information on the country(ies) you wish to visit. Please list any health and safety risks and vaccination recommendations:</p>	<p>Safety risks:</p> <p>Health risks:</p> <p>Suggested vaccinations:</p>		
<p>Other Local Risks?</p>	<p><input type="checkbox"/> Disease <input type="checkbox"/> Cultural</p>	<p><input type="checkbox"/> Weather <input type="checkbox"/> Political Instability</p>	<p><input type="checkbox"/> Crime <input type="checkbox"/> Other</p>
<p>If so, what steps will be taken to mitigate these risks?</p>			
<p>Mode of Transportation (Check all that apply) (Specific flight #s/travel info must be given to International Office prior to departure)</p>	<p><input type="checkbox"/> Airplane <input type="checkbox"/> Private Vehicle(s)</p>	<p><input type="checkbox"/> Bus <input type="checkbox"/> Watercraft</p>	<p><input type="checkbox"/> Train <input type="checkbox"/> Public Transportation</p>
<p>Accommodations (Include rationale for selection along with Name(s), Address, Contact Information)</p>	<p><input type="checkbox"/> Hotel(s) <input type="checkbox"/> Host Institution</p>	<p><input type="checkbox"/> Dorm <input type="checkbox"/> Other _____</p>	<p><input type="checkbox"/> Home Stay</p>
<p>Is the proposed trip offered with an associated credit-bearing course(s)?</p>	<p><input type="checkbox"/> YES, an associated course may be added for credit <input type="checkbox"/> YES, this is embedded in a credit-bearing course <input type="checkbox"/> NO</p> <p>If YES, please attach: 1) course description(s); 2) expected learning outcomes; and 3) syllabus (including methods for assessing student learning)</p>		
<p>Is Financial Aid available to students?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE (International Office will work with Financial Aid Office on eligibility)</p>		
<p>Will you be assisting students with fundraising?</p>	<p><input type="checkbox"/> YES, though Club funds <input type="checkbox"/> YES, through the Foundation <input type="checkbox"/> YES, by helping students to devise opportunities for individual fundraising <input type="checkbox"/> NO</p> <p>(If fundraising, please make sure to complete a Fundraising Request Form through Dean of Students Office, and, once approved, report planned activities to Communications and Marketing)</p>		
<p>Will your cost of travel be covered by participant enrollment on the trip? (If not, travel may be contingent on funds available in your travel budget)</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>(If a stipend is available from third party to cover out of pocket expenses, please review allowable amounts with the business office - https://www.state.gov/travel/ or https://aoprals.state.gov)</p>		
<p>How will duties on campus be covered?</p>			

Faculty or Staff member's experience with international travel and/or Study Abroad programs	
Is knowledge of the Country's native language needed to go on this Trip?	__ YES __ NO If yes, leader's language skills related to the Study Abroad:
NOTE: If your trip is approved, you please check with the international office for a check list of required activities and forms for conducting international travel.	<p>These include:</p> <ul style="list-style-type: none"> • Instructor/chaperone expectations on tour • Dependents on tour • Promotion of the opportunity • Information sessions for recruiting participants • Pre-departure meeting • Travel Insurance (inc. medical insurance) • Release of Liability • Contacting campus while away • Your contact information on tour • Other emergency contact information for participants • Medical information for participants • Registration with STEP • Passport/visa requirements • Vaccinations • Packing • Currency exchange • Safety on tour • Documentary support of trip – photos, videos, comments, reflections • Post-tour meeting • Debrief with International office <p>Note: Except in cases of emergency, tour leaders are expected to travel to and from the destination with the tour and may not extend their stay in country for personal travel.</p>

Please attach additional supporting information.

REVIEWER COMMENTS:

Proposal Submitted by:	Signature		Date	
	Signature		Date	
Proposal Approved by:	Department Chair		Date	
	Your Dean		Date	
	International Office		Date	
	President		Date	

For more information, contact:
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 www.wallacestate.edu/abroad