**DEPARTMENT/COLLEGE ORGANIZER (INCLUDING CONTACT INFORMATION)**

**TYPE AND NUMBER OF STUDENTS PARTICIPATING**

**IDENTIFICATION OF FACULTY ATTENDEES**

**PURPOSE OF TRIP (INCLUDING COURSE NAME AND EDUCATIONAL OBJECTIVES)**

**DESTINATION AND PROPOSED ITINERARY (INCLUDING DATES OF TRIP)**

**TYPE OF TRAVEL**

Domestic (in State) **[ ]**

Domestic (Out of State) **[ ]**

International **[ ]**

Confirmation of International Travel consultation, if applicable:

**RISK ASSESSMENT AND SAFETY MEASURES**

**BUDGET AND FUNDING SOURCES**

**ATTACH OTHER DOCUMENTS AS NEEDED**

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**SIGNATURE OF CONTACT PERSON SIGNATURE OF RISK MANAGEMENT**