# Whitman College
# Faculty/Staff-Led International Trip Approval Form

Submit this form with the required documentation (see instructions below) to the Off-Campus Studies Office at least 3 months prior to departure. All sections of this form must be completed for the proposal to be reviewed for approval. **Trip deposits and air tickets should not be purchased until the trip has been approved.**

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| Name of Trip:<br><br>Destination Cities/Countries: | Start Date and End Date of trip: |
| Name(s) of Faculty/Staff Trip Leaders: | Whitman Sponsor: (department/office funding or organizing this trip) |

Number of Whitman Student Participants: _____ and non-student participants (alums, others): _____

Is this trip for credit? [ ] Yes [ ] No If yes, how many credits will be awarded? _____ (# of credits)
Please attach to this form the written approval for credits from the relevant department.

Is this an athletic trip? [ ] Yes [ ] No If yes, attach written approval for this trip from the Department of Athletics.

**All proposals <u>must</u> include the following:**

1. *Dean of Students Clearance Form* listing all student participants.
2. Detailed trip itinerary including places to be visited and description of planned activities.
3. Housing information listing name of each hotel/guesthouse, address and telephone numbers along with relevant dates.
4. Description of transportation you plan to use in your host country(ies), such as taxis, rental car, hired van with driver, etc.
5. List the faculty leader's international cell or satellite phone numbers or intentions for obtaining cell/satellite phones for use abroad. Whitman requires trip leaders to have a phone with international capabilities with them while abroad and to provide the Off-Campus Studies Office with that number.

List names and qualifications of Whitman and non-Whitman staff (such as in-country guides), including relevant travel experience.

Describe generally known risks of the destination. (You should include your own knowledge of the risks in the destination as well as risks described in official channels, such as the <u>Department of State Travel</u> or <u>Center for Disease Control</u> information.)

**<u>Checklist of Required Forms – Official Use:</u>**

[ ] Dean of Students Clearance Form [ ] Health Statement & Liability Waiver [ ] Proof of Insurance

[ ] ISIC Card Application [ ] Emergency Contact Sheet