

**INTERNATIONAL TRAVEL PROPOSAL AND AUTHORIZATION
OFFICE OF INTERNATIONAL EDUCATION
HARPER COLLEGE**

Faculty applicant's name: _____

Department/Program/Division: _____

Travel destination (city and country): _____

Department of State Travel Advisory Level (Harper does not support travel to locations with a DOS Travel Advisory level of 3 or 4): _____

Dates of Travel: _____

Email address: _____

Campus phone extension: _____

Submission Guidelines:

Submit a printed copy of this document and any supplemental documentation with required signatures and submit via campus mail to the Director of the Office of International Education (LIB ARTS / L229).

Type of Travel

Please indicate which of the following most closely represents your travel:

- ☐ Professional conference related to faculty member's teaching and/or research activities, curriculum development or other academic matters that are relevant for Harper College, and where faculty may or may not be delivering a paper and/or participating in a panel discussion;
- ☐ Site visit to an institution or organization to determine if it is a suitable location for a Harper College study abroad program;
- ☐ Professional development program related to the faculty member's teaching and/or research activities, curriculum development or other academic matters that are relevant for Harper College;

- [] Professional meetings where faculty member is taking an active role as an officer, board member or active consultant to the organization, where the work involved is relevant to the faculty member's work at Harper College;
- [] Meetings that the faculty member attends at the request of the College;
- [] Other (Faculty should meet with the Director of International Education to discuss feasibility before beginning the proposal process).

Purpose and Objectives of Proposed Travel:

All faculty on College-approved international travel must produce a tangible work product ("Project") related to their primary area of work that can be shared with other members of the faculty and that can become part of the faculty member's professional academic portfolio. The Project should demonstrate how the travel experience contributes to your teaching, research, or service. The Project should also align with the goals of the professional development opportunity and show institutional value. Possible Projects might include, but are not limited to, a reflective report or white paper on a topic related to your teaching, a curriculum infusion project (e.g., lesson, unit, module), an annotated resource guide for other faculty, scholarly article or conference presentation, or some sort digital deliverable (e.g., blog post, video diary, podcast, photo essay with captions, etc). Faculty may be asked upon return to share their "Project" at college meetings (departmental, divisional, all-faculty, and/or all-campus). Depending on the type of travel indicated above, please provide sufficient detail of your Project to be informative. For all types of travel, explain, in detail, how the travel experience is connected to your primary responsibilities at the college, how it will directly contribute to the impact of your Project, and how you intend to implement your Project after your return. [*max 500 words or 1 page single-spaced*]

Budget

Type of Expense	Description	Requested funding (include exchange rate, if applicable)
Transportation		
Parking and Tolls		
Meals and/or per diem		
Hotel		
Conference Registration		
Other (Specify)		
SUBTOTAL		
Sources of Funding: indicate all sources and amounts of funding	Harper College PD Funds:	
	Harper College Other Funds:	
	Grant (include name of grant):	
	Another Institution or Entity (name):	
	Personal funds:	
TOTAL EXPENSE		

Important Information About Expense Reimbursement and Exchange Rates

Please note that your reimbursement amount will be based on the **budget you submit and the exchange rates you quote in the budget.**

- The College will only reimburse **up to the amount you request in your approved budget**, even if changes in the exchange rate result in higher costs.
- To avoid unexpected out-of-pocket expenses, please **plan your budget carefully and take possible currency fluctuations into account.**

- If your expected costs change, you may **submit to the Office of International Education a revised budget up to two weeks before your travel.**

Review your budget carefully to ensure you are covered for potential exchange rate differences.

Final Report

Within sixty (60) days of the completion of travel, the faculty member should submit a written report to the Office of International Education. For Site Visits, faculty are required to submit a Site Visit Report to the Office of International Education. Templates for these reports are available through the Office of International Education.

International Travel Authorization Signatures

Faculty Applicant and date

Department Chair/Coordinator and date

Division Dean and date

Director, OIE and date

Dr. Kathleen Gorski, Associate Provost and date

FINAL APPROVAL:

Dr. Ruth Williams, Provost, and date

Dr. Avis Proctor, President, and date