

(Please use departmental letterhead)

Request to Travel Abroad Memo

(sample)

TO: Dr. _____, President
VIA: Dr. _____, Provost
VIA: Dr. _____, Dean of Department
VIA: Dr. _____, Chair of Department
FROM: Dr. _____, Faculty Leader
DATE: _____ (date)

SUBJECT: Permission to lead a group of students abroad to (location)

I, Dr. Faculty Leader request permission to travel to (location) from (beginning date) to (ending date) on a student program/course sponsored by the College of _____. (name of Co-leader) and I will serve as leaders for the students. I have submitted and received approval for the Faculty-led Proposal Form and Budget Form and reviewed the Faculty-led Program Abroad Handbook.

Estimated expenses:

I request that the Provost Office pay for the airfare for (#) students and 2 faculty at \$999.99 per person a total of \$9999.99. I would also like to request expenses to be covered for both faculty leaders including housing and meals which are estimated at \$999.99. Each student is required to pay \$999 each, which is deposited into an account in the Business Office. Other sources of funding include grants, departmental funding, QEP. All students who are participating in the program are required to be enrolled in (course rubric). Thank you in advance for supporting this opportunity for our students.

Additional Information Attached:

Syllabus

Proposed Itinerary

Cc: Patricia McKenzie

Cc: Amy Miller