

Student Org. International Travel Proposal Form

Student Organizations Traveling Abroad



TEXAS A&M UNIVERSITY
Education Abroad

INSTRUCTIONS

Email a completed copy of this form to abroad@tamu.edu by the firm deadlines indicated on the second page. Student organizations traveling abroad are **required** to submit this form as part of the Education Abroad international travel approval process.

TRIP INFORMATION

Name of Student Organization _____

Student Organization Email (if applicable) _____

Travel Dates _____ City & Country _____

Estimated Number of Students _____ Estimated Number of Faculty/Staff _____

Trip Purpose: _____

PROGRAM LEADER INFORMATION

Primary Trip Leader Name* _____ Phone Number _____

Email _____ Are you a Student or Faculty/Staff? _____

Are you traveling with the group abroad? Yes No

**The primary trip leader will be responsible for all communication with Education Abroad*

Additional Leader, if applicable:

Secondary Trip Leader Name _____ Phone Number _____

Email _____ Are you a Student or Faculty/Staff? _____

Are you traveling with the group abroad? Yes No

COURSE CREDIT

Is there a course associated with this international trip? Yes No

Course Prefix, Number, and Section _____ Credit Hours _____ Term _____

IN-COUNTRY PARTNER REQUIREMENT

In order to provide logistical support, meet safety standards, and university contractual requirements, program leaders must work with a partner and/or third-party provider. If needed, contact Education Abroad for assistance identifying an in-country partner.

Name of Provider _____ Name of Contact Person _____

Email Address _____ Phone Number (if available) _____

Website _____

CONTRACT/AGREEMENT

Attach a copy of the contract, agreement, and/or proposal when submitting this form to Education Abroad:

The documentation you attach should come from the in-country partner or provider. It should outline the details of your program including per person costs, payment deadlines, program inclusions, and the provider's cancellation/withdrawal policy.

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SIGNATURES

The signatures below are *required* for a successful submission of this Student Organization International Travel Proposal Form.

By signing below, I confirm that the information provided on this form is accurate to the best of my knowledge and I will alert Education Abroad immediately if there are any changes.

Primary Trip Leader Name _____ Email _____

Signature _____ Date _____

Student Org. President Name* _____ Email _____

Signature _____ Date _____

**If same as Primary Trip Leader, complete and sign in both locations.*

By signing below, I acknowledge that I am aware of this international group trip being planned by the student organization for which I serve as an advisor.

Student Org. Advisor Name _____ Email _____

Signature _____ Date _____

DEADLINES TO SUBMIT THIS TRAVEL PROPOSAL FORM

Failure to submit this form by the applicable deadline indicated below will prevent your Student Organization from receiving approval to travel internationally.

Winter Break Trips	October 1 st
Spring & Spring Break Trips	December 1 st
Summer Trips (May/June/July)	March 1 st
August & Fall Trips	May 1 st

NEXT STEPS

1. Email this completed form to abroad@tamu.edu before the deadlines above. Don't forget to also include in your email a copy of the relevant contract, agreement, and/or proposal from your in-country provider.
2. Within a few business days, Education Abroad will review your travel proposal and provide the primary trip leader with the next steps of the approval process via email.