



NON-CREDIT INTERNATIONAL TRIP PROPOSAL FORM

Successful international trip planning begins well in advance. Even if this trip is organized outside of the Study Abroad Office (or equivalent) on your campus, we strongly recommend that you keep them informed from the early planning stages.

Use this form for any non-credit group international travel involving one or more CUNY students (undergraduate or graduate). It does not replace campus forms or processes. Faculty-led study abroad programs should be proposed using the [CUNY Faculty-Led Program Proposal Form](#).

Supporting documentation: *If applicable (see C.4.), attach the [CUNY Travel Warning Waiver Petition](#) and/or documentation describing planned high-risk activities, their justification, and risk mitigation measures).*

The trip proposal process is separate from risk management travel data reporting, which should take place as soon as the the participants are finalized, and in all cases before departure.

A. Trip Details

1. CUNY Sponsor Campus

2. Sponsoring Office

3. Trip description (include purpose and student organization and external organization(s) involved in trip organization, if applicable).

4. Anticipated dates

5. Anticipated trip location(s) (list all cities/towns, countries; be as specific as possible).
If any site(s) meet the [CUNY International Travel Guidelines](#)' definition of a travel warning, please attach a completed [Travel Warning Waiver Petition](#)).

6. Anticipated number of participants:

Anticipated number of faculty/staff:

B. Trip Leadership and Support

Under the [International Travel Guidelines](#), all CUNY Trips with students must have a Field Director and a Campus Director, who must be CUNY employees and cannot be the same person. The Field Director travels with the group, assumes responsibility for trip planning and logistics, and coordinates with the Campus Director (routine updates and in case of emergency). The requirement for a Field Director can only be waived by the campus Responsible Executive Officer.

1. Name(s) and title(s) of any CUNY employee(s) accompanying group. (If none, REO must check waiver on last page).

Site-specific qualifications of Field Director (e.g., language proficiency, local contacts. If the Field Director does not have extensive prior experience in this country, please mention any resources that will supplement local knowledge during the planning and execution phases).

3. Prior domestic or abroad trip leadership experience of Field Director, if applicable.

C. Trip Logistics and Risk Mitigation

1. **Housing:** Describe all accommodations to be used on site.

2. **Transportation:** Describe all transportation methods to be used on site (not including transportation to/from NYC). Locally licensed professional drivers must be hired; CUNY faculty, staff and students may not drive motor vehicles for CUNY trip purposes.

3. **Travel Insurance:** Participants will be covered by the CUNY-sponsored CISI plan.

Yes

No

4. **High-Risk Activities/Locations:** Will the itinerary include any (1) high-risk activities and/or (2) locations requiring the [CUNY Travel Warning Waiver Petition \(TWWP\)](#)?

Yes

No

If yes, **attach** a description with a justification based on the trip's purpose and an explanation of measures to mitigate each high-risk activity's risk, and/or the TWWP.

5. **Pre-Departure Orientation:** A pre-departure orientation that includes the health and safety topics listed in the [Pre-Departure Orientation Checklist](#) will be required of all participants, and a sign-in sheet documenting participation will be collected and retained at the college for two years.

Yes

No

Please note any additional health and safety-related topics that will be included for participants in this program in order to meet specific challenges at this site.

D. Trip Audience and Public Information

1. This program will be offered to (check all that apply):

Undergraduate students

Other CUNY students

Graduate students

Non-CUNY students

Own Students

Other (please explain): _____

2. Website(s) about the trip (if not yet available, please notify global@cuny.edu when posted). This should include all online materials, including crowdfunding pages if applicable.

E. Campus Commitments

1. Campus Director:

I hereby certify that I have reviewed the attached proposal and that it meets the requirements of the CUNY International Travel Guidelines, and that I will support this trip in the role of Campus Director.

Signature

Name

Date

2. Field Director (if applicable):

I affirm that I will develop and lead this trip in the best interests of CUNY students and that I will avoid any financial or other conflicts of interest.

Signature

Name

Date

Title

3. REO Approval (select all that apply):

The attached trip proposal is hereby approved by the College Responsible Executive Officer.

The Field Director requirement is waived (this trip will not be chaperoned by a CUNY employee).

This trip proposal is hereby denied.

Signature

Name

Date

To be completed by Central Office:

This proposal has been reviewed by Central Office.

	Initials	Date	Regarding:
OAA			
OEHSRM			

**Return the approved proposal to the Campus Director and to global@cuny.edu.
Electronic PDF submissions are preferred.**