Int'l and Non-Regional Student Travel Pre-Approval Form Workflow

This graphic is designed to provide an overview of the process. Please consult the Student Travel Policy for more details.

Review by

Travel

Commitee

Travel Committee

convenes every first

Tuesday of the month

to review any

proposals.

Trip Leader Submits "Pre-Approval Form For International & NonRegional Student Travel"

- 3 months prior to trip departure for domestic, nonregional travel
- 12-18 months prior to trip departure for international travel

Supervising Dean/VP Reviews Submission

Once submitted by trip leader, the supervising Dean/VP receives an emailed copy of the submitted form to review and selects one of the following:

Approve Proposed Trip

Approval email sent to trip leader that supervising Dean/VP is in support of the proposed trip moving forward.

Deny Proposed Trip

Email is sent to trip leader notifying the supervising Dean or VP is not in support of the proposed trip moving forward. Trip leader and supervising Dean/VP should discuss for any additional feedback.

Approve Proposed <u>Trip</u>

Approval email sent to trip leader. At this point, trip leader may begin advertising to students, sourcing any financial assistance, and continue more detailed planning for the trip.

Deny Trip

Email is sent to trip leader notifying them the travel in its current form has been denied and may not move forward. Should this occur, trip leader should speak with the Student Travel Committee and the supervising Dean or VP for additional feedback.

Submit "Student Travel Request Form"

Trip leader must submit the Student Travel Request Form closer to the trip's departure. See the Student Travel Request Form workflow diagram for additional guidance.

Revise and Resubmit

Form is returned to trip leader to update based on Student Travel Committee questions, concerns, missing information, etc.