

FRANCIS MARION UNIVERSITY
INTERANTIONAL TRAVEL STUDY APPROVAL FORM
ON-SITE TRAVEL STUDY LEADER IS REQUIRED FOR ALL FM TRAVEL STUDY PROGRAMS

1. Complete and submit application to Dean or Chair of the travel study leader's academic department for review and recommendation.
2. Once the Dean or Chair has reviewed and provided a recommendation, submit the application to the Provost's Office for review and approval. Applications must be submitted to the Provost's Office no later than October 15 for Late Spring, Summer and Fall courses, and by March 15 for Spring courses.
3. Once receiving these approvals, an international travel study may be submitted for a funding request (REAL, PEAK, etc.) and be added to a course schedule.
4. Post approval, instructor(s) will work with International Programs to insure compliance with all health, safety and passport issues.
5. Students will be informed of their anticipated costs prior to committing to travel and must be given deadlines for submitting payment to the University. Deposits must be made in full with payment due not later than three months prior to departure date or course start date, whichever is earlier.
6. Departments will keep all emergency contact information for students involved in an international travel study on file and readily available through the conclusion of the travel.

For all international travel study involving students, please provide the following and fill in the information below:

A. Course Syllabus (if travel study is part of a course)

Provide a draft syllabus for the travel study course which details the required readings and on-site activities that the student will engage in for the course.

B. Program Itinerary

Attach a detailed day-by-day itinerary for the travel portion of the course, including potential accommodation sites, cultural excursions, and transportation.

C. Course Budget

Please provide a detailed budget proposal, including costs to be borne by the student, using the sheet below. Please note that *no international transportation* costs for students will be covered using university funds, this includes the domestic portion of travel. Students are expected to pay for their own meals unless the cost is included in the lodging expenses.

TRAVEL STUDY PROGRAM BUDGET SHEET

Location(s) to visit:

Program dates:

Number of days:

TRAVEL STUDY LEADER

(Travel Study Leader is also the Professor of Record)

Mode of Transportation and Cost (Bus, Train, Air, Personal Vehicle)

Baggage Fee

Other transportation (taxis, trains, boats and buses)

Lodging for each location X number of days

Entrance fees, tours and tour guides for faculty

Communications (cell phone, Wi-Fi, etc.)

Additional instructional costs/supplies

Per diem for each location X number of days

Visa and country/entry departure fees (if applicable)

Other

Proposed source(s) of funding

TOTAL TRAVEL STUDY LEADER COSTS:

ADDITIONAL FACULTY (If Applicable)

Mode of Transportation and Cost (Bus, Train, Air, Personal Vehicle)

Baggage Fee

Other transportation (taxis, trains, boats and buses)

Lodging for each location X number of days

Entrance fees, tours and tour guides for faculty

Communications (cell phone, Wi-Fi, etc.)

Additional instructional costs/supplies

Per diem for each location X number of days

Visa and country/entry departure fees (if applicable)

Other

Proposed source(s) of funding

ADDITIONAL FACULTY COSTS:

STUDENT COSTS

TRAVEL & PROGRAM COSTS

The following are expenses typically covered under PEAK or REAL funding.

Item				Per Student Cost
ACCOMODATIONS				
	Name of Establishment	# of Nights	Rate per night, per person	
Lodging 1				
Lodging 2				
Lodging 3				
Lodging 4				
Lodging 5				
Student Ground Transportation for course related activities, per student				
Student Entrance Fees & Tours, per student:				
Visa and country/entry departure fees (if applicable)				
Other (indicate if it is a flat rate or per student cost)				
Other (indicate if it is a flat rate or per student cost)				
Proposed source(s) of funding				
TOTAL REQUESTED TRAVEL & PROGRAM EXPENSES:				

STUDENT COSTS NOT INCLUDED IN THE ABOVE TRAVEL & PROGRAM COST (PAID BY STUDENT)

Students will need to budget for items not included in the program fee. The list below provides expenses students may incur during the program. Please ensure that this section is as accurate as possible to ensure that students can budget correctly.

Item	Per Student Cost
Transportation and Cost (Bus, Train, Air, Personal Vehicle)	
Meals	
Health Insurance	
Personal expenses (toiletries, special clothing, souvenirs)	
Local Transportation	
Books, equipment and supplies	
Visa and country/entry departure fees (if applicable)	
Other:	
TOTAL ADDITIONAL COSTS (PAID BY STUDENT):	
Deadline for Student Deposit	

Dean/Chair Approval Signature: _____

Date: _____

Provost Approval Signature: _____

Date: _____