



# PLAN FOR INTERNATIONAL TRAVEL

## Faculty-Led Study Abroad Programs

Please be as detailed as possible when completing this questionnaire. This must be submitted 60 days prior to departure. Please note the attachments needed to complete this travel plan.

**Dates of Travel:**

**Name of Faculty/Staff:**

**Provide an emergency contact number and/or contact information for the Faculty Leader(s) and, if applicable, Program Assistants so that OIP can reach you in the case of an emergency.** Please include the cell phone number for the device that you will carry with you while abroad. If applicable, please include international dialing information and indicate if you can receive texts.

**Email address that will be checked while abroad:**

**Provide alternative contact information where we can leave a message for you in the case that we are unable to reach you directly. This would be a number where you would check for messages regularly (home, hotel, housing office).**

**Detailed Program Itinerary and Schedule**

Please attach a detailed itinerary and daily schedule, including accommodations, contact information and site visit locations for the entire duration of your program. OIP needs this information to know where you and your group will be at all times. Please contact the Study Abroad as quickly as possible should any schedule changes be necessary once in country.

**Please attach a copy of your flight itinerary.**