

Permission Request form for International Travel

To be completed by the trip sponsor using the SCU International Travel Policy and Protocol available at:

<http://www.scu.edu/provost/policies/upload/Foreign%20Travel%20Policy%20and%20Protocol.pdf>

Please submit this trip request at least 8 weeks prior to the expected departure.

If you have questions about this form, please contact the International Programs Office at
755 Franklin Street. (408) 554-6940

Sponsor Information:

Name:	<input type="text" value="last,"/> <input type="text" value="first"/> <input type="text" value="middle initial"/>		
Title:	<input type="text"/>	e-mail:	<input type="text"/>
SCU Department:	<input type="text"/>	phone:	<input type="text" value="()"/>
		cell:	<input type="text" value="()"/>
Yes No			
Have you read the SCU Foreign Travel Policy and protocol Document? <input type="checkbox"/> <input type="checkbox"/>			

Trip Information:

Trip to :	<input type="text"/>
[Country & location(s)]	
Expected Travel Dates:	<input type="text"/>
[Attach an itinerary if available.]	
Purpose of the trip:	<input type="text"/>
[Attach details if available.]	
Yes No	
Will this trip involve academic credit for the participants? <input type="checkbox"/> <input type="checkbox"/>	

Please answer the following questions regarding the Go-No-Go criteria:

	Yes No
1. Are there any U.S. Dept. of State travel warnings for this country?	<input type="checkbox"/> <input type="checkbox"/>
2. Are there any health risks listed by the CDC for the country of your trip?	<input type="checkbox"/> <input type="checkbox"/>
3. Are you aware of any other organization that has cancelled a trip to this country?	<input type="checkbox"/> <input type="checkbox"/>
4. Have you been advised of any adverse travel situations by local contacts?	<input type="checkbox"/> <input type="checkbox"/>
5. Do you believe the participants of this trip may be subject to safety or health risks?	<input type="checkbox"/> <input type="checkbox"/>
If the answer to any of the above questions is "yes" please explain on an attached sheet.	

Please answer the following questions regarding your responsibilities as sponsor:

	Yes	No
1. Are you traveling with the students? If not, who will be traveling with these students? <small>(Use an attached sheet to provide contact details for this other person.)</small> What experience have you or the person who is traveling with the students had in this setting? <small>(Use an attached sheet to provide details.)</small>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you agree to inform Campus Safety Services about this proposed trip?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you discussed this trip with: The International Programs office, The Center for Student Leadership, or The Ignatian Center?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Have you researched the safety/environmental conditions at the site?	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you briefed the participants about safety/environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you arranged for a pre-departure and in-country orientation?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you arranged for the pre-trip documentation (visas, immunizations, etc.?)	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you processed informed consent forms with the participants?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you asked for photocopies of passports of all participants?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you distributed the SCU Student Code of Conduct to the participants?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you made formal arrangements with on-site service providers to assure compliance with insurance, health and safety codes of hotels, transport, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you collected 2 copies of the emergency contact card for each participant?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you collected medical information for each participant?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you completed your own emergency contact card?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you made arrangements for telephone communications with your group?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have you told Campus Safety Services how you should be contacted if a call comes in from a parent?	<input type="checkbox"/>	<input type="checkbox"/>
17. Who will be the on-site program coordinator? <small>(Use an attached sheet to provide contact details for this person.)</small>		
18. Have you made arrangements for the on-site coordinator to read and understand his or her responsibilities as described in the Travel Policy and protocol document?	<input type="checkbox"/>	<input type="checkbox"/>
19. Have you communicated to the participants the scope of their responsibilities as outlined in the Travel Policy and Protocol document?	<input type="checkbox"/>	<input type="checkbox"/>
20. Have the student participants completed a participant agreement form? http://www.scu.edu/csl/about/upload/Participant-Agreement-Form.pdf	<input type="checkbox"/>	<input type="checkbox"/>

By signing this form I agree to abide by the SCU Foreign Travel Policy and Protocol

Your

Signature: _____ Date: _____

Travel

Approved

Signature: _____ Date: _____