



Baylor University
CENTER FOR GLOBAL ENGAGEMENT

INTERNATIONAL TRAVEL APPROVAL

Student Name/Student Group: _____ Term/Year: _____

Faculty Sponsor or Advisor: _____

Proposed Travel Dates: _____
Depart (mm/dd/yyyy) Return (mm/dd/yyyy)

Proposed Cities & Countries: _____

Purpose of Travel: _____

Course Information: _____
(leave blank if student(s) will not receive credit)

Insurance Chargeback (Must be completed by sponsoring department)

The university has purchased a blanket policy for international health insurance. As a result, employees, students and guests traveling on Baylor business are covered and Baylor will charge back the departments sponsoring the travel at a rate of \$2 per traveler per day. Each department is responsible for collecting the insurance payment from guests and/or dependents, if applicable. **This form serves as approval for the chargeback.**

Department COA String:

AND/OR

Grant and Project Number (COA String):

Approved by:

Faculty Sponsor: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____
(the Dean's signature is required if course credit is to be earned)

Once the signatures of the faculty, chair, and dean have been collected, please forward this document to the Center for Global Engagement in the Hankamer Academic Center, Suite 160 or via mail to the following address:

International Travel Coordinator
Center for Global Engagement
One Bear Place #97012
Waco, TX 76798

Vice Provost for Global Engagement: _____ Date: _____