



Baylor University

CENTER FOR GLOBAL ENGAGEMENT

INTERNATIONAL TRAVEL APPROVAL

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

Faculty Sponsor or Advisor: _____

Departure Date (mm/dd/yyyy) _____ Return Date (mm/dd/yyyy) _____

Proposed Cities & Countries: _____

Purpose of Travel: _____

Course Information: _____

(leave blank if student(s) will not receive credit)

Department COA OR Project Number for Insurance Chargeback

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. **This form serves as approval for the chargeback.**

Entity	Dept	Fund	Designation	Account	Purpose	Activity	POETAF (If applicable)

Approved by:

Faculty Sponsor: _____ Date: _____

Department Chair: _____ Date: _____

Dean: _____ Date: _____

(Dean signature required if course credit is to be earned)

Once the appropriate signatures 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: _____