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: __________