



International Travel Proposal

Name: _____ Division: _____

Destination: _____

Start Date: _____ End Date: _____

Total Projected Costs: \$ _____

Amount Requested from the Council on Excellence: \$ _____

Amount Requested from Departmental Budget: \$ _____

Complete ALL sections for Travel*

- Conference Title, Institution, Business, or Person(s) to be visited:

- Explanation of how the travel contributes to the College District's Strategic Goals:

- Role the employee shall play:
 - Keynote speaker
 - Conference presenter
 - Session facilitator
 - Training
 - Participation
 - Other
- Date and purpose of any previous international travel:

- Briefly describe how you are engaged in college service at Collin.

