

Request to Lead a Student Group Abroad Form (*Non-Credit*)

Faculty intending to lead a group of students abroad must complete and submit this form in order to receive approval to lead a faculty-led program. Please submit this form to:

The Office of International Studies, Attn: Travel Compliance Coordinator, MSU-Billings

PERSONAL INFORMATION			
Group Leader:			
Department:			
Office Phone:	E-mail Address:		
Co-Leader:	Is the Co-Leader associated with MSUB?	Y	N
<i>If no, please explain the co-leader's qualifications to fill role:</i>			
Department:			
Office Phone:	E-mail Address:		
PROGRAM SPECIFICS			
Travel Abroad Reason:			
Min. # of Participants:	Max. # of Participants:		
Program Destination(s) / (City, Country):			
Departure Date:	Return Date:		
INTERNATIONAL TRAVEL POLICY LOGISTICS			
Are there any State Department travel advisories (http://travel.state.gov) in country you will visit? If yes, please describe or print the information from the website and attach.		Y	N
Are there any CDC advisories (http://www.cdc.gov/travel/destinat.htm) in country you will visit? If yes, please describe or print the information from the website and attach.		Y	N
I have read, understand, and agree to comply with MSU's international travel policy regarding group travel. (http://www.montana.edu/policy/international_travel/)		Y	N
<p>NOTE: As the primary group leader, it is your responsibility to ensure that the following information is submitted to Office of International Studies 30 days prior to departure:</p> <p>a) Detailed travel registry, including: 1) full legal names of all group participants; 2) a copy of the identification page from each participant's passport; 3) a detailed itinerary of the group's travel plans, including all contractors, hotels, travel agencies, etc.; 4) contact information (including contact abroad and emergency contact) NOTE: Any revisions to the travel plan that occur on the trip must be updated in the Travel Registry.</p> <p>b) Communication Plan: In accordance with the International Travel Policy Group Leaders must submit a communication plan that will provide the ability to communicate with the University throughout the program.</p>			

SIGNATURES

Group Leader

Date

Department Head (*Group Leader*)

Date

Dean/Director (*Group Leader*)

Date

Co-Leader

Date

Department Head (*Co-Leader*)

Date

Dean/Director (*Co-Leader*)

Date

MSUB Travel Compliance Coordinator

Date

Once you have obtained the required signatures above, send the document for final approval to:

Office of International Studies
Attn: Abby Cook, Assistant Director / Travel Compliance Coordinator
Liberal Arts Building, Room 710
Billings, MT 59101