

The following criteria shall be utilized to authorize international travel on behalf of Pima Community College.

Purpose: The travel clearly supports and is directly linked to the requester's role at PCC and should result in a net benefit to students or programs authorized by the College.

Benefit to Requester: As a direct result of the professional development experience, what new knowledge, skills, or abilities are expected to be gained by the requester.

Benefit to the College: As a result of the professional development experience, what direct benefit will result for the students, program, or department of the requester.

Domestic vs. International: Domestic travel is preferred. International travel may be appropriate only if the requester cannot obtain a similar experience within the country. International travel required by and paid for via a College-approved contract is allowable.

Invitation to Present: If invited to present at a conference, professional meeting, etc., in a country outside the U.S., it is expected that the inviter bear at least 50% of the cost of trip. The requester must submit evidence of support from the inviter.

Pre-Approval: Approval by the BOG and any relevant U.S. or State Government agencies must be secured prior to any commitment of College resources, including employee time.

Note: If there is an increase in costs after the approval, the requester must immediately notify the President or Vice Chancellor who will determine if additional Board review is required before the travel commences.

There is no obligation for the College to reimburse any individual personal commitment of resources made prior to approval of the travel request by the BOG.

Requester/Title

Destination

College Location

Dates of Travel

As indicated in Regulation [RG-2412/A](#), in most cases international travel will be approved only if the requester cannot obtain a similar experience within the country. In order to obtain approval for international travel, the following criteria must be addressed in writing by the requester.

1. What are the Destination(s) and dates of travel, and proposed itinerary?
2. What is the purpose of the trip, and how it is linked to the requester's role at the College? What is the educational purpose of trip, including the course(s) offered and the credit given?
3. What are the names of the traveler(s), and names and telephone numbers for emergency contacts for each traveler? Include the projected number of students, faculty and assistant(s) traveling.
4. What are the routes, destinations, and dates of travel?
5. Does the travel go to or through any country or location on the [U.S. State Department warning list](#)?
6. What are the modes of travel?
7. What is the estimated total cost? Include Trip fees per student and an estimated total cost of the trip.
8. How will this travel benefit your discipline, program, or department? (e.g. curriculum enhancement, student learning, pedagogy, methodology). What is the expected outcome?
9. How does this travel benefit the traveler professionally? What net new knowledge, skills, or abilities is expected to be obtained as a result of the experience?
10. Why is international travel needed in lieu of a domestic based professional development experience?

11. If invited to present at a conference or professional gathering, what portion of the expenses will be borne by the inviter? (Attach a letter of support from the inviter).*
12. Does this travel require any legal pre-approval? If so, what type? Has the pre-approval been obtained? (Attach copy of authorization)*
13. Please identify the source of travel funds (i.e. Pima Professional Development, contract, sponsoring agency, etc.).
14. Please document evidence of approval by all appropriate supervisors and by any relevant federal or state agencies.

- Recommend approval of the travel request
- Do not recommend approval of the travel request
- I certify that this submission meets the requirements of College policy [RG-2412/A](#).

_____	_____
Campus President/Vice Chancellor	Date

- Approved
- Not approved

_____	_____
Chancellor	Date

NOTE: Traveler is expected to adhere to all College policies, regulations, and procedures relating to travel by employees.

*This application will not be reviewed until all documentation is attached.