



INTERNATIONAL TRAVEL PLAN

(Note: This form can be filled electronically)

Traveler: _____ Date submitted: _____

Budget Unit/Department: _____ Date of Travel: From: _____ To: _____

Country: _____

Department/Unit sponsoring this outreach: _____

1. Please describe briefly the purpose of the outreach. Include a statement on how the contact was made.

2. Briefly describe the anticipated impact of this outreach. Include impact upon Traveler, persons visited and Gallaudet at large.

3. Traveler's function during the outreach is best described as:

- Research Evaluation Training Site Visit Attend Conference Foreign Study

Other (briefly describe) _____

4. Please describe how the outreach will be funded.

Gallaudet Budget Unit:

External Funds from:

\$ _____ Transportation

\$ _____ Transportation

\$ _____ Per Diem

\$ _____ Per Diem

\$ _____ Salary

\$ _____ Salary

5. In addition to an International Outreach Summary (see attached form), in which other way do you plan to disseminate the information about your outreach after you return?

- Brown Bag Lunch Lecture Forum

Other (briefly describe) _____

6. Comments:

	SIGNATURE	DATE		SIGNATURE	DATE
Traveler			Department Head		
Dean			Provost	Stephen Weiner, Ph.D.	