



Foothill-De Anza Community College District

International Travel Authorization College Related Business Board Policy 4176

"The Board of Trustees recognizes that there is an occasional need for international travel to advance the purpose of the District. Except for the staff members employed within the Office of International Students and the campus abroad programs at FHDA, the Chancellor, in advance of the travel, must approve all international travel. The Chancellor shall submit a report to the Board of Trustees of all international travel approved under this policy."

CHANCELLOR'S APPROVAL IS REQUIRED BEFORE MAKING TRAVEL ARRANGEMENTS

I, _____ request permission to travel to
Please Print Name

On _____ through _____, The following arrangements
have been made for coverage of my classes/work:

How will this trip advance the purpose of the District?

Fund Description:

Estimated Total Cost: \$ _____ Total \$ from the General Fund _____

Source of Funding:	Fund _____	Org _____	Acct _____	Prog _____
	_____	_____	_____	_____
	_____	_____	_____	_____

Employee Signature: _____ Date: _____

Managing Supervisors Signature: _____ Date: _____

College President Signature: _____ Date: _____

Chancellor's Signature: _____ Date: _____

A copy of this form must be submitted with your request for Travel Reimbursement