

INTERNATIONAL TRAVEL CRITERIA

Revised March 2018



Name:	
Centre/Department:	
Activity:	
Location:	
Travel Dates:	

Funding: (How is the request funded?)		Check
Faculty PD (section 17 of the LCFA Collective Agreement)		
Program or Department Funds		
Both Sources	PD Funds: \$	Prog/Dept Funds: \$

Cost Estimates:	
Flights:	\$
Accommodation:	\$
Registration Fees:	\$
TOTAL:	\$

Reasons for Attending: (Check all that Apply)	Check
I will be presenting at a workshop/conference	
I am attending for Professional Development	
This is a PD activity that I have attended in the past; if yes please provide rationale for repeat	
This activity is directly related to my role and responsibilities at Lethbridge College	
This activity supports collaboration with another post-secondary institution	
This is a Scholarship of Teaching and Learning (SoTL)/Scholarly Activity	
This is an activity organized by a professional organization to which I belong	

Travel:	Check
I have checked the Government of Canada Travel Advice and Advisories site including airline	
I have checked for comparable/similar activities in Canada within the next 6 months	

Required Attachments to include with this form: (submit all forms in one package)	Check
International Travel Declaration	
Off-Campus Professional Development Individual Funding Application (if using PD funds)	
Tentative Flight Itinerary from airline website	
Tentative Hotel Information	
Printed Conference/Event Information	
Rationale for PD activity	
Group International Travel Declaration (Group Travel only. One per group)	
Group International Travel Declaration Instructions (Group Travel only. Completed by all members of the group)	



I have read and completed all required fields as listed above,

Applicant Signature:	Date:
Dean/CLC Member Signature:	Date
Provost and VPA Signature:	Date: