

INTERNATIONAL FACULTY PD: WORKFLOW

Revised February 2018



REQUIRED PACKAGE DOCUMENTS:

1. [International Travel Declaration](#) (*Individual*)
2. [Criteria for Considering International Travel Requests](#)
3. [Off-Campus Professional Development Individual Funding Application](#)
4. Tentative Flight Itinerary from airline website
5. Tentative Hotel Information
6. Printed Conference/Event Information
7. Rationale for PD Activity
8. [Group International Travel Declaration](#) (*Group Travel only. One per group*)
- 9+. [Group International Travel Declaration Instructions](#) (*Group Travel only. Complete by all members of the group*)