## **INTERNATIONAL** FACULTY PD: WORKFLOW

**Revised February 2018** 

**APPLICANT** 



COMPLETE PACKAGE DOCUMENTS AS LISTED BELOW

SUBMIT COMPLETED PACKAGE TO DEAN FOR SIGNATURE SIGN AND SUBMIT
PACKAGE TO PVPA
FOR FINAL
APPROVAL AND
SIGNATURES

SIGN AND SUBMIT PACKAGE TO LEARNING AND DEVELOPMENT COORDINATOR FOR PROCESSING

& VPA

**ELT) PROVOST** 

PROCESS PD

SEND
CONIFRMATION OF
APPROVAL BACK TO
APPLICANT
DISTRIBUTE
COMPLETED FORMS

COMPLETE FINAL
EVENT
REGISTRATION AND
TRAVEL
ARRANGEMENTS

## **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. <u>Group International Travel Declaration</u> (*Group Travel only. One per group*)
- 9+. Group International Travel Declaration Instructions (Group Travel only. Complete by all members of the group)