



## INTERNATIONAL TRAVEL JUSTIFICATION FORM

[http://www.gallaudet.edu/rsia/traveling\\_internationally.html](http://www.gallaudet.edu/rsia/traveling_internationally.html)) supports Gallaudet University’s strategic goals related to increasing enrollment, expanding and diversifying funding partnerships, and making Gallaudet the epicenter of research, development, and outreach. Faculty, teachers, and staff engaged in international travel that relates to these goals, or to professional development, are required to complete the following International Travel Justification form. The information provided in this form serves the dual purposes of documenting how the proposed program of international travel fulfills the aforementioned goals, and provides data for Gallaudet to continue building its international network.

### 1. General Information

Primary Traveler:	
Other Traveler(s):	
Primary Email Address:	
Department/Program/Unit:	
Primary Reason for Travel:	
Destination(s):	
Dates of Travel:	Departure Date (from USA): Arrival Date (to USA):
Check if applicable: <input type="checkbox"/> Faculty/Teacher <input type="checkbox"/> Staff <input type="checkbox"/> Student	

### 2. Purpose of International Travel –Check the box(es), and for each item checked, provide details in the expandable textbox that follows.

- Travel on department business to:
  - Keep department/curriculum current in the field
  - Build and maintain professional networks with clear departmental/program benefits
  - Support program accreditation
- Professional development (e.g., earning Continuing Education Units for maintaining certification in the profession, learning new research or teaching methodologies, staying current in the field or discipline, etc.)
- Collaborate with participants across departments and programs, or with external colleagues, on activities that support the Gallaudet Strategic Plan (GSP), especially research priorities
- Deliver a keynote presentation that brings recognition to the department or university
- Present original research/collect data for research
- Chair a panel/serve on a panel
- Serve on a conference executive or organizing committee
- Attend a conference/seminar/symposium
- Participate in study abroad program
- Participate in a global internship program
- Conduct a site visit



For each item checked above, provide details of the activity in the space on the following page, including its relevance to one or more GSP strategies.

**3. Do you plan to disseminate the information about your outreach after you return?**

Yes  No

If yes, in what ways?

Brown Bag Lunch  Lecture  Forum  Narrative Summary

Other (briefly describe) \_\_\_\_\_

**Steps (in Order) for Approval of Reimbursement Expenses Upon Return**

Signature	Date
Traveler	
Budget Unit Head/Supervisor	
Dean/Vice President	
Provost	