



International Customized Program Proposal

Travel details and logistics

Part 2 of Program Proposal - Travel details and logistics

- This can/should be submitted after Provost/Designee signature is acquired.
- Travel details and logistics should include actual information.
- This is the final step for Education Abroad to approve your proposal.
- After receipt, Education Abroad will send notification to procurement of approval.

Program Logistics	
<i>Expected number of participants (student/faculty)</i>	
<i>Expected Cost to student</i>	Tuition Included: YES NO
<i>Foreign travel details</i>	
• Location by date (if visiting more than one location)	
• Mode(s) of transportation	
• Housing arrangements	
<i>Organization providing logistical arrangements</i>	
• Organization Name	
• Contact Name at organization	
• Contact Email/Phone	
• In-Country Contact (if different)	
• In-Country Email/Phone	
• In-Country position function (agent, housing, guide, etc.)	
High Risk Region review, if location currently on the list then the IOC offered more detailed feedback. (Final approval 30 days before trip).	
<p><u>Please attach the following materials:</u></p> <p><input type="checkbox"/> Description of the budget and program fees charged to students Include: payment policy -deposit, final payment, refund policy and deadline(s)</p>	
Education Abroad Approval:	<i>Name:</i>
<i>Signature:</i>	<i>Date:</i>