Student Travel Form – International Travel

Trip Leader Information (must be an MIT student)

Name_________________________________ MIT Email______________________ Phone________________

Student Group________________________________________ Main Account #_________________

Summary of Program
Include city of destination (multiple if applicable) and summary of activities

Program Name: ____________________________________________________________________________

Country, City_____________________________ Departure and Return Dates______________________

Additional information:

Purpose and Proposed Educational Outcomes
How does this trip advance the Mission of the student organization?

Community Partner Information, if applicable
Information about any organization or individual with which this program works directly, if applicable (a regional conference, a company, etc.)

Organization Name__________________________________________________________________________

Key Contact Name_________________________ Title___________________________________________

Email___________________________________ Phone___________________________________________

Itinerary
Include modes of transportation to, within, and from destinations, hotels/housing, and schedule of activities

Safety Statement
Outline your safety considerations for this trip. What are the main safety issues in the location you will be working in? What resources have you identified to help you stay safe? Resources are available through the MIT International Coordinating Committee (ICC) and the MIT Travel Risk Policy websites.

Budget
Costs should include Transportation, Lodging, Food, Activities, etc. and should represent the full cost of the trip. Funding should include Student Contribution, Main/Funding account, Other Institute sources, etc. and should balance with the full trip cost.

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