



Faculty-Led Permission to Plan Form

Updated 3/11/2020

Please note: The purpose of this form is to notify International Programs of your intent to lead a Faculty-Led trip. Approval of this form allows you to proceed with planning your trip; see Faculty-Led Application on IPS webpage: ips.wcu.edu

Lead Instructor:	
Co-Instructor:	
Course Name:	
Course Prefix & Number:	
Number of Credits:	
Prerequisites:	
Proposed Travel Dates:	
Proposed Course Dates:	
Country:	
City or Cities to visit:	

Minimum Number of Students	Target Number of Students	Maximum Number of Students

Destination Threat Level:

Visit the state Department website and search for your destination country:

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html>

Destination Threat Level (1, 2, 3 or 4):	
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If destination threat level is above Level 2, please answer the following questions below:
Are there other countries with lower threat levels that could be considered?
Have you visited this country on university business previously?
How recently was the threat level elevated?

Is a visa required to visit this country: YES NO

Program Location Safety Assessment:

Review the Centers for Disease Control and Prevention website (wwwnc.cdc.gov/travel/), the U.S. Department of State website (travel.state.gov), and Overseas Security Advisory Council (OSAC) (www.osac.gov) for the locations and road travel included in your program.

Are any issues related to program location, safe road travel, clean water access, medical advisories, etc., listed in these resources? If so, provide a summary of the information here.

Export Control:

Review the following information about export control: <https://www.wcu.edu/learn/office-of-the-provost/research/sponsored-research/research-compliance/export-control.aspx>

Third-Party Provider:

If you plan to use a third-party provider, please list the name below:
List services that will be provided by third-party:

Complete the following items to proceed with your trip:

This can be done independently of the permission to plan form.

- Print and complete a Policy 100 Form – one form for each instructor. **Have supervisor and dean signature. Do not need provost signature as this will be done on Chrome River.**
***Process subject to change.**
Link to the form is listed here:
https://www.wcu.edu/WebFiles/PDFs/Policy_100_Travel_Form_LGL_update.pdf
- Login to Chrome River and add Chelsea Pressley as your delegate
 - o Travel.wcu.edu
 - o Click your name at the top right corner and select “Settings”
 - o Click “Delegates” and find **Chelsea Pressley**
- Email your completed Policy 100 to Chelsea Pressley – she will submit your preapproval and reimbursement on your behalf.

By signing below, you attest that the information provided on this Permission to Plan form is accurate to the best of your knowledge at the date of completion:

Acknowledgement of Faculty Member:

Print Name:	Signature:	Date:

Approvals:

Approval Level:	Signature:	Date:
Department Head:		
Dean:		

Next Steps:

Please send all documents on the checklist (page 3) to International Programs for review. Documentation will be sent by IPS to the Provost’s office for final approval. Please send to facultyledtravel.wcu.edu or in Interoffice mail – 109 Camp Building

Approval Level:	Signature:	Date:
International Programs & Services:		
Provost:		
Additional Approvals (if required):		