Short-Term Trip Initiation Form for Faculty/Staff-Led Trips - BUS Study Abroad

This form needs to be turned in to the University of Illinois Business Study Abroad Office as soon as possible so that we can assist you with your trip preparation. Keep in mind that final names and copies of passports are usually due to the airline 3 full months before the trip if you are buying group tickets. Passports need to be valid at least 6 months after the trip. If your trip has at least 10 undergraduate College of Business majors, your students will receive a scholarship from the Business Study Abroad Office. We also encourage all students to apply for the I4I Scholarship through the Campus Study Abroad Office.

1. Program dates
   - Dates group leaves the U.S. __________________________
   - Date group returns to the U.S. __________________________

2. Location of trip
   - Countries _______________
   - Cities _________________
   - Do any of the countries where you will be going have a current travel warning? See www.travel.state.gov. __________
     If you answered "yes" to this question, make an appointment right away with the Business Study Abroad Office to discuss if this trip will be possible.

3. Head chaperone
   Name _________________________________ Email _________________________________

4. Other chaperones on the trip
   Name _________________________________ Email _________________________________
   Name _________________________________ Email _________________________________
   Name _________________________________ Email _________________________________
   Name _________________________________ Email _________________________________

5. Person filling out this form
   Name _________________________________ Email _________________________________

6. Brief description of trip for website:

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7. Students
   - Minimum number of students ______  Maximum number of students ______
   - Who can go on the trip? (check all that apply) Undergrads ______  Grads ______
   - Is this trip open to students outside of the College of Business? ______
   - Are there other restrictions on who can apply? ________________________________
   - Will any of your students need tourist visas for the trip? ______ For information, see the website for the consulate in Chicago of the countries you will be traveling to. Visas often require information such as a copy of the flight itinerary and hotel information. The Business Study Abroad Office does not coordinate visas for trips.

8. Is the trip associated with any credit hours? _____ (study abroad “numbers” only include trips that have credit):
   - Course number: __________________
   - Credit hours: ___________________

9. Flight – who is arranging with travel agent and responsible for making payments? ___________________________
   - Number of airline tickets needed (give maximum number you will need – include students and chaperones):
     __________________
   - Preferred airline or specific flight _________________________________
   - Will anyone being taking a different flight? If so, who is arranging?
     _________________________________________________________________
     _________________________________________________________________ Students making different plans from the rest of the group will need to fill out the “Intent to Divert” form.
   - Approximate date and flight time leaving Chicago _____________________
   - What city are you flying to?__________________
   - Approximate date and time leaving foreign country ___________________
   - What city and country are you flying from: _____________________________

10. How much will the students pay for the trip? Include the CISI and SAO payments from #17 in the total ____________
11. Would you like BUS Study Abroad to charge the students? ____________
    If so, what is the date you would like to have the students charged? ____________
12. What is the penalty the student will have to pay if they cancel after signing up? ________________

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13. Travel advance needed? (The advance will be deposited into your account several days before the trip.)
   • How much: _______________________

14. Final online sign-up deadline for trip: _____________________________________________
   (Remember airline tickets must be finalized 3 months before flight)

15. Forms needed:
   • Study Tour Form – due 2 months prior to trip
   • Chaperone forms (we only need these for new BUS chaperones or chaperones with new info)
   • Copy of chaperones’ passports (if Business Study Abroad doesn't already have a copy)

16. Arrange for the Business Study Abroad Office to give a 30-minute Health & Safety presentation to the group before the trip. Insurance cards will be handed out at the presentation. The Study Tour form needs to be completed before the insurance cards will be distributed.

17. Please be aware that the following fees need to be paid for each student to the Business International Programs Office:
   • Application fee of $25 – Business International Programs charges the students directly.
   • CISI insurance of $23 (up to 15 days) OR $31 (16-45 days)
   • SAO Admin fee of $25

18. The Business Study Abroad Office will need a list of students going on the trip once the plans are finalized, so that we can make sure that all of the students have filled out their online forms. Email the list to jenfrank@illinois.edu.