



INTERNATIONAL FIELD TRIP REQUEST

INITIAL INFORMATION

Field Trip Leader:	Date:
On Campus Contact:	
Destination (Country, City & Region):	
Estimated Departure Date:	
Estimated Return Date:	

ESTIMATED TOTAL NUMBER OF TRAVELERS & TRAVELER NAMES

Faculty/Staff:
Students:
Resource Person(s) & Description of Role:
Total Number of Participants:

PROGRAM

Please include a brief description of the proposed trip and locations, including purpose, structure and outcomes.

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Describe how the program aligns with MHC's international strategy.

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FUNDING

Budget Code:		
Cost Estimate (per person):		
Cost Estimate Total:	# People	

Attachment B

All FUNDING SOURCES		EXAMPLES (Tuition, Student fees, Campus Alberta funding etc.)
SOURCE	AMOUNT	
1.	\$	
2.	\$	
3.	\$	
Cost Estimate Total:	\$	
RISK ASSESSMENT		
<p>A country risk assessment must be completed based on the information provided on Government of Canada Travel Advice and Advisory webpage (https://travel.gc.ca/travelling/advisories).</p> <p>Please list the threat assessment level issued for the destination of travel according to the International Travel Policy.</p> <p>Please list any risk areas for the proposed destination identified on the Government of Canada website (www.travel.gc.ca) and steps that will be taken to mitigate any such risk(s). (example: high crime rates, Zika virus outbreaks, natural disasters)</p> <p>Please list any high-risk activities specific to the proposed program and steps that will be taken to mitigate the risk(s) (i.e. Mountain biking, river rafting, scuba, etc.). The travel leader is encouraged to consult the Manager of Occupational Health & Safety as required.</p> 		
<p>TRAVEL LEADER: I hereby request support in principle for this travel and permission to prepare the detailed travel plan.</p>		
Signature:		Date:
<p>PRELIMINARY SUPPORT – Please obtain the signature of your Dean before the Office of International reviews this form.</p>		
Dean Signature:		Date:
<p>The proposed education abroad travel activity, as described above, conforms to MHC's international travel policy and supports MHC's international strategy and, as such, the International Education and Diversity office recommends approval.</p>		
Director, International Signature:		Date:
VP Signature:		Date:

RISKS AND MITIGATIONS

International Field Trip

Risks Identified on Government of Canada Website https://travel.gc.ca/travelling/advisories	Steps to be Taken to Mitigate Risks for Your Planned Itinerary

Other High Risk Activities (See Attachment A – Domestic Field Trip on Page 3 for guidance)	Mitigations