

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Authorization for International Travel

The Ventura County Community College District recognizes the need for international travel and related expenses in connection with District/College business, training, instruction or presentations. International travel covers all destinations outside the Continental United States.

The purpose of International travel must clearly support and is directly linked to the requester's role at VCCCD and should result in a net benefit to students or programs authorized by the College.

Completion of the Authorization for International Travel form must be submitted no later than 90 days prior to making travel arrangements, this allows for appropriate approval of the College President, Chancellor, and Board of Trustees. If District funds are being utilized for the International Travel, employee must also submit District-wide Form No. 14001, VCCCD Travel Request.

Employee Information

Name: _____ Title: _____

Job Location/Department: _____

Travel Information

Dates and Location of Travel: _____

District funding/budget accounts: _____

Purpose of Travel: _____

What new knowledge, skills, or abilities are expected to be gained by the requestor or benefit the college, students, program or department of the requestor (attach additional sheets if necessary):

Domestic travel is preferred. International travel may be appropriate only if the requestor cannot obtain a similar experience within the country.

Is same training/instruction available in the United States: Yes No

If yes, explain why requesting International Travel: _____

If conducting a presentation at conference or professional meeting, please submit documentation supporting or explain how and when this was identified, and if any expenses will be paid by the inviter:

Travel Advisories: Employees MUST not travel to countries for which a travel advisory has been issued by the State Department of the United States. It is the employee's responsibility to contact the State Department to obtain a list of current advisories at <http://travel.state.gov>.

Travel Vaccine Requirements: The Center of Disease Control has travel vaccine requirements, food and water precautions and other pertinent information at the following internet address:
<http://www.cdc.gov/travel/default.aspx>

Complying with Policies and Regulations: The employee authorized to travel is responsible for complying with state statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses. Traveler is expected to adhere to all VCCCD policies, regulations, and procedures related to travel by employees.

Indemnification: During any non-working, personal time, employee participating in the International Travel, accepts all risk to health and injury or death that may result from such participation, including transportation and all other adjunct activities, and hereby releases Ventura County Community College District, its governing board, officers, employees and representatives from any liability to employee for any and all claims and causes of action for loss of or damage to property and for any and all illness or injury, including death, that may result from or occur during employee's participation in the activity and/or travel.

Employee: _____ Date: _____

Supervising Dean/Manager: _____ Date: _____

Vice President, Business: _____ Date: _____
(Requires V.P. approval, only if District funds are being utilized)

College President: _____ Date: _____

Chancellor or designee: _____ Date: _____

Board approved (date of meeting): _____