



## INTERNATIONAL GROUP TRIP PROPOSAL FORM (v. 2/14/23)

Use this form for any **CUNY group international travel** involving one or more CUNY students (undergraduate or graduate), **unless** it is a faculty-led study abroad program. For those, use the [Faculty-Led Study Abroad Program Proposal Form](#). Examples include field trips as part of an on-campus course, student organization trips, sports and other activity tournaments abroad, etc. Your campus may have additional requirements.

**Supporting documentation:** If applicable (see C.4.), attach the [CUNY Travel Warning Waiver Petition](#) and/or documentation describing planned high-risk activities, their justification, and risk mitigation measures).

The trip proposal process is separate from risk management travel data reporting, which should take place as soon as the participants are finalized, and in all cases before departure.

Successful international trip planning begins well in advance. Even if this trip is organized outside of the Study Abroad Office (or equivalent) on your campus, we strongly recommend that you keep them informed from the early planning stages.

### A. Trip Details

1. CUNY Sponsor Campus
2. Sponsoring Office
3. Trip description (include purpose and student organization and external organization(s) involved in trip organization/and or support, if applicable).
4. Anticipated dates (approximate is fine, finalized dates will be listed in risk management reporting).

5. Anticipated trip location(s) (list all cities/towns, countries; be as specific as possible).  
If any site(s) meet the [CUNY International Travel Guidelines](#)' definition of a travel warning, please attach a completed [Travel Warning Waiver Petition](#)).

6. Anticipated number of participants:

Anticipated number of faculty/staff:

## **B. Trip Leadership and Support**

*Under the [International Travel Guidelines](#), all CUNY Trips with students must have a Field Director and a Campus Director, who must be CUNY employees and cannot be the same person. The Field Director travels with the group, assumes responsibility for trip planning and logistics, and coordinates with the Campus Director (routine updates and in case of emergency). The requirement for a Field Director can only be waived by the campus Responsible Executive Officer.*

1. Name(s) and title(s) of any CUNY employee(s) accompanying group. (If none, REO must check waiver on last page).

*Site-specific qualifications of Field Director (e.g., language proficiency, local contacts. If the Field Director does not have extensive prior experience in this country, please mention any resources that will supplement local knowledge during the planning and execution phases).*

3. Prior domestic or abroad trip leadership experience of Field Director, if applicable.

## **C. Trip Logistics and Risk Mitigation**

1. **Housing:** Describe all accommodations to be used on site.

2. **Transportation:** Describe all transportation methods to be used on site (not including transportation to/from NYC). Locally licensed professional drivers must be hired; CUNY faculty, staff and students may not drive motor vehicles for CUNY trip purposes.

3. **Travel Insurance:** Participants will be covered by the policy CUNY currently requires.

Yes

No

4. **High-Risk Activities/Locations:** Will the itinerary include any (1) high-risk activities and/or (2) locations requiring the [CUNY Travel Warning Waiver Petition \(TWWP\)](#)?

Yes

No

If yes, **attach** a description with a justification based on the trip's purpose and an explanation of measures to mitigate each high-risk activity's risk, and/or the TWWP.

#### **D. Trip Audience and Public Information**

1. Website(s) about the trip (if not yet available, please notify [global@cuny.edu](mailto:global@cuny.edu) when posted). This should include all online materials, including crowdfunding pages if applicable.

*Email proposal to [global@cuny.edu](mailto:global@cuny.edu) for eligibility review.*

#### **E. Campus Decision**

1. REO Decision (select all that apply):

*The attached trip proposal is hereby approved by the College Responsible Executive Officer.*

*The Field Director requirement is waived (this trip will not be chaperoned by a CUNY employee).*

*This trip proposal is hereby denied.*

Signature

Date

Name

#### **F. Eligibility Confirmation (to be completed by Central Office)**

Regarding:

On behalf of OAA, OEHSRM, and other University offices as appropriate, this proposal is eligible to run as described, pending final approval by the REO. Conditions in the host country must continue to be monitored before and during the program, and significant changes must be flagged for discussion with Central Office.

Signature

Date

Name and Title

**Return the approved proposal to the Campus Director and to [global@cuny.edu](mailto:global@cuny.edu).  
Electronic PDF submissions are preferred.**