

### Intent to Travel with Students

Please fill out this form and attach the information below and submit it to the Office of Academic Affairs via email to [provost@nyit.edu](mailto:provost@nyit.edu) no later than **6 months before the planned trip**. Four weeks prior to the trip, the requestor must submit the names of the students who registered to the Office of Academic Affairs at [provost@nyit.edu](mailto:provost@nyit.edu).

Please attach the following to this form:

- Detailed trip itineraries, including expected air/rail arrangements if applicable
- Lodging arrangements
- Food arrangements if provided by program
- Name and address of emergency care facilities
- Recruitment materials (any materials will need to be pre-approved by Strategic Communications)
- [Budget template](#)

All money must be collected by the Bursar. Absolutely no money or deposits should be collected by the faculty member or the Department. All students will be required to have travel insurance. Please refer to the [Student Travel policy](#) for more details and contact information.

Requested by: \_\_\_\_\_

Academic Department: \_\_\_\_\_

Date: \_\_\_\_\_

Trip Name: \_\_\_\_\_

Trip Destination(s): \_\_\_\_\_

Trip Date(s): \_\_\_\_\_

Will this Program be Offered through a Third-Party Provider? If Yes, provide details:

\_\_\_\_\_  
\_\_\_\_\_

Type of Program (check all that apply):

Community service/volunteer  
Internship

Credit bearing  
 Non-credit bearing

Description of the Trip: -

\_\_\_\_\_

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Courses and Credits Associated with Trip (if applicable):

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NYIT faculty and staff traveling (list all):

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NYIT Emergency Contact (this is the NYIT point person in New York):

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Students Recruitment Plan: \_\_\_\_\_

Estimated Number of Students: \_\_\_\_\_

Other Comments: \_\_\_\_\_

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Faculty signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deans signature: \_\_\_\_\_

Date: \_\_\_\_\_

Academic Affairs Financial Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Provost signature: \_\_\_\_\_

Date: \_\_\_\_\_