

## APPLICATION FOR OVERSEAS TRAVEL



*INSTRUCTIONS: Please complete this application in full and submit to your Regional Field Director with a copy to your Supervisor. (Tab to fill in the blanks.)*

**Name:**

**Date:**

**Destination(s) (Country name(s) only):**

**Projected travel dates:**

**Who will travel in your party?**

**Purpose of trip:**

**How do you see this trip helping your ISI ministry?**

**How do you see this trip helping ISI's ministry in general?**

**How do you see this trip helping returnees themselves?**

**How do you see this trip helping ISI overseas ministry and/ or returnee ministries?**

**What arrangements are being made to cover your work during your absence?**

**How will the trip be financed?**

**What is your projected budget?**

*What church and support backing do you have?*

*What are your plans for raising additional support?*

\_\_\_\_\_ *(Initials)*

*Confirmation: I understand that expenses for personal time (i.e. doing activities or sightseeing trips/tours on my own without returnees or donors, including meals) cannot be reimbursed from my ministry account. I agree to only submit expenses that are business (ministry) in nature and directly related to my work with ISI.*

*Additional information:*

## **ITINERARY**

**IMPORTANT!** *Please provide below details regarding the persons or locations to be visited, proposed length of stay, and purpose/objective for visit. For returnee contacts, please note any security concerns.*

*Date(s) of Stay*

*Person/Location*

*Gender*

*City & Country*

*Purpose & Comments*

*(e.g. returnee follow up, current student, vacation, etc.)*

*If available, please attach your air travel itinerary as well.*

## CONTACT INFORMATION

*Please indicate overseas contact information (dates, city/country, phone number) for reaching you during your trip.*

**Signature:**

**Date:**

**Date of Last Trip:**

### *For Office Use Only*

Received at ISI on \_\_\_\_\_

Approved by Director \_\_\_\_\_ Date \_\_\_\_\_

Comments:

Approved by Executive Office \_\_\_\_\_ Date \_\_\_\_\_

Comments:

**Other Comments:**