

PART 1: Budget Application for Academic Overnight Tour/Trip OFFERING ACADEMIC CREDIT

Overnight trip forms found here: <https://www.andrews.edu/administration/cao/study-tour-approval/>

- 1) Download and complete the Academic Trip Application
- 2) Download and complete the Academic Trip Income and Expense worksheet
- 3) Attach the completed income and expense worksheet to Academic Trip Application
- 4) Obtain department chair/director and dean/vice president signatures on page two
- 5) Email form and attachments to Valencia Mawuntu (valencia@andrews.edu), Assoc. VP Finance

Basic Trip Information

Semester/Year/Trip Dates (Start-End):	
Trip Name and Destination:	
Sponsoring Department/School:	
Designated Tour Financial Manager:	
Activity Code (tracking trip inc-exp):	

Trip/Tour Leader Information

Trip/Tour Leader Name:	
Trip/Tour Leader Email & Cell:	

Additional Sponsors/Professors – ensure male and female sponsors (non-spouse)

Names of Sponsors/Professors:	
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Trip Details

Description of the trip:	

Courses to be Offered (attach additional pages, if needed)

Course # - Section	Course Title	# of Credits

# of Credits a Student can register for		Minimum UG		Maximum UG
		Minimum MA		Maximum MA
		Minimum FP		Maximum FP
		Minimum DO		Maximum DO

Number of Participants and Participant Types			
# of Faculty/Staff/Sponsors:			
# of Students:			
# of Community Guests:			
Total Number of Participants: (Employees, Sponsor, Student, Guest)			
Required Documentation to Include with PART 1: Budget Application			
Excel worksheet outlining income & expense details (download from Chief Academic Officer webpage: https://www.andrews.edu/administration/cao/study-tour-approval/)			
ENTER INCOME AND EXPENSE TOTALS FROM EXCEL WORKSHEET			
Total Tuition + Fees from Paying Participants		\$	
Other Income Funding this Trip (Not including Tuition + Fees)		\$	
Total Trip Income		\$	
Total Trip Expense		\$	
Net Bottom Line (cannot be a negative bottom line)		\$	
Additional overnight trip notes:			
Approvals (obtain signatures in sequence as indicated)			
<i>If more than one department or school is involved, all relevant signatures must be obtained.</i>			
1	Dept Chair/Director:		
2	Dean/Vice President:		
3	Assoc VP, Finance:		
4	Risk Management:		
5	Academic Records:		
		Signature _____	Date _____