

Travel Contract Form

Program Information

What type of travel?

- Non-credit
- Winter Immersion
- Summer Immersion
- Spring course with Travel Component
- Fall course with Travel Component

Instructor(s) Name(s): _____

Dates of Travel: _____

Program Name/Location: _____

Course Name/Number: _____

Number of credits: _____

Student Billing Information

Total Travel Expense per student (airfare, lodging, etc.): \$ _____

*This amount will be billed to the student's MU account.

Total tuition (if applicable): \$ _____

Deposit Amount (normally \$500): -\$ _____

Total due after deposit: \$ _____

Deposit Due Date: _____

*Deposit deadline is typically the day after scheduling day for the term of the course

Student Out of Pocket Expenses

Passport (if applicable): \$ _____

Meals: \$ _____

Ground Transportation: \$ _____

Souvenirs: \$ _____

Other: \$ _____

Est. Total: \$ _____

Dean Approval:

- Yes
- No

Dean's Signature: _____

*This signed and completed form should be sent to bstephens@millikin.edu by the Dean's Administrative Assistant of the college approving the travel budget.