

## APPLICATION FOR OVERSEAS TRAVEL



*Name:*

**Date:**

*Projected travel dates:*

*Destination(s):*

*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?*

*Will any part of your time be for personal business or vacation? If so, please estimate the number of working days or percentage of your trip that is personal in nature.*

*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?*

*Additional information:*

## ITINERARY

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

<u>Date(s) of Stay</u>	<u>Person/Location</u>	<u>Gender</u>	<u>City &amp; Country</u>	<u>Email</u>	<u>Purpose &amp; Comments</u> <i>(e.g. returnee follow up, current student, vacation, etc.)</i>
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*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:**