

Ventura County Community College District
Board of Trustees Agenda Format Requirements
for International Travel Approval

Background:

Include the following information:

- Travel location
- Dates of travel
- Purpose of international travel and why international travel is required vs. domestic travel

Analysis:

Explain how the travel clearly supports and is directly linked to the requester's role at VCCCD and the net benefit to the students or programs authorized by the College or VCCCD.

Include how the international travel will benefit your discipline or program, such as curriculum enhancement, student learning, methodology, or professional development.

Include what new knowledge, skills, or abilities are expected to be obtained as a result of the experience.

If traveling during an instructional period, what arrangements have been made to cover classes or job assignments?

Estimated Cost: Include an estimated cost of travel

Fiscal Impact: Include funding source/budget if expenses to be paid by VCCCD and any applicable costs associated with staff coverage

Submit via email to Terry Cobos at the District Administration Center to be included in the next scheduled Board of Trustees meeting.