



Memorandum of Support for Education Abroad

THE DEPARTMENTAL SUPERVISOR

The Office/Department of _____ will provide its education abroad staff leader \$_____ applicable towards travel costs. Should her/his education abroad program expenses exceed the budgeted amount, the staff member will (check one):

- Be responsible for the overage.
- Receive up to \$_____ of additional funding, beyond which s/he will be responsible for the overage.
- Other (specify): _____

Name of Dept. Head / Dean / Supervisor Signature Date

Name of Dept. Head / Dean / Supervisor Signature Date

THE STAFF MEMBER

I understand the above-mentioned provisions and intend to comply with them.

Name of Staff Member Signature Date

THE OFFICE OF INTERNATIONALIZATION

Name of Director of Internationalization Signature Date