In order to receive credit for travel an itinerary for the trip showing places and events to be visited and the amount of time allocated to each and a list of educational objectives should be submitted for approval.

**General Objective**
To increase the competence or expertise of the staff member in the field of work

**Specific Objective(s)**
Self determined and listed

**Activities/Procedures**
1. Trip must be at least one week in duration.
2. A diary of the trip must be kept by the staff member while traveling.
3. A teaching unit for use with students should be prepared upon return.

**Evaluation**
1. Presentation of unit to students