

Overseas Travel Procedures

Overseas travel for the purpose of student follow up, cross-cultural exposure (including mission trips), approved returnee student events/conferences, or attendance at conferences/meetings related to ISI ministry are encouraged. Overseas trips for the sole purpose of vacation or recreation are not considered ministry-related travel.

I. The approval process begins with the completion of the Overseas Trip Application (see the bottom of this page for the form) at least 60 days prior (when possible) to the anticipated departure date.

II. Send the completed application to your supervisor. *Your supervisor will forward it to your RFD for approval, and your RFD will approve and forward it to the Home Office at isifield@isionline.org.* This should be done regardless of whether ISI ministry funds will be used for the trip.

Some of the elements the director will consider include:

- a prayerful and well considered reason for the proposed travel
- documentation indicating the team member's ministry responsibilities will be covered in their absence
- documentation that the team member's financial support meets the required criteria (previous 6 months at 90%)
- the frequency of overseas trips is not excessive
- meets ISI guidelines (staff are encouraged to travel overseas a minimum of once every three years; more frequently with permission)

III. Once the final approval has been granted by the president's office, the team member will be informed and may proceed to raise ministry funds for trip expenses. Upon request, the [Donor Services](#) department will assign a special account number (10% admin fee) which may be used for trip donations.

- Expenses of spouses traveling with a team member may be reimbursed from ministry funds. Expenses for children traveling with their parents are non-reimbursable per IRS guidelines.
- If a team member has reason to visit a country in which they do not personally know of returnee students but wish to contact ISI returnees in that country, they may contact the [Global Ministries](#) department to request returnee contacts.

IV. Upon return from an overseas trip, the team member is expected to submit (within 30 days) a brief written report (see below) summarizing their experience to the supervisor, director, and isifield@isionline.org. It is strongly recommended that donors contributing to trip expenses also receive follow-up information regarding the ministry value of the trip.

Please refer to your [ISI handbook](#) for additional information.

*For global staff based overseas, all of the above are also applicable with the addition of the following policy criteria: Overseas staff traveling outside of their country of assignment for ministry-related trips with a clear business purpose (with the exception of ISI-requested or required travel to attend an ISI event such as national conference or Global Team retreats) need pre-approval through ISI's normal trip application process for their travel.

To access the links, please visit our website at <http://www.isiministryoperations.org/overseas-trips.html>.