



Notice of Travel

Permission Request

Employee Name: _____

RE: *Request for International Travel Approval*

I am requesting approval for international travel from **September 22, 2026 to October 5, 2026** in connection with San Diego City College's group travel to the **All-African Diaspora Education Summit** (ADES Summit) in Ghana, Africa.

I understand the importance of maintaining continuity of service and responsibilities during my absence and will ensure appropriate arrangements are made. I will comply with all institutional travel policies, international travel guidelines, and health/safety protocols as required by the college and destination country.

Sincerely,

Name: _____

Signature: _____

Date: ____ / ____ / ____

(For Manager/Supervisor Approval)

The above applicant meets or exceeds performance, conduct, and attendance standards. I support their participation in the ADES Summit and acknowledge their attendance at all applicable preparatory meetings for the event.

- [Summit Information](#)

Manager/Supervisor Signature: _____

Date: ____ / ____ / ____