



## ***ACADEMIC TRAVEL AGREEMENT FOR NON-EXEMPT EMPLOYEES***

**Name of Employee (print):** \_\_\_\_\_

**Dates:** First day off work - \_\_\_\_\_ Date returning back to work - \_\_\_\_\_  
Total number of working days away from campus \_\_\_\_\_

**Wage Information:** Your current wage per hour: \$\_\_\_\_\_ x 8 (or # of regular work hours per day)  
= \$\_\_\_\_\_ per day / Total salary for service as leader: \$\_\_\_\_\_

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California Baptist University sponsors short term academic trips for the purpose of experiential learning that integrate academic curriculum with community engagement and to help students gain a better understanding of their discipline. CBU employs employees who act both as leaders and organizers for the program;

This program is conducted by a department or a subdivision of CBU's relating to the academic instruction or training carried on at CBU;

The undersigned employee states, that he or she has consistently demonstrated qualities of strong Christian character and leadership abilities, as well as strong supervisory and leadership abilities. And has or will obtain the approval of their Supervisor and the Vice-President of Academic Affairs to participate in this program, the parties agree as follows:

1. That the undersigned employee shall be employed as a salaried employee for the overseas trip to:

\_\_\_\_\_  
Travel Destination

2. That at all times, the undersigned employee shall be governed and controlled by the policies and procedures of California Baptist University, as if all of those policies and procedures were incorporated herein by this reference.
3. That the undersigned employee further understands and agrees that employee's normal hourly wages from CBU shall cease during said overseas trip, so as to avoid a duplication of wages being paid.
4. The undersigned further acknowledges and agrees that he or she, like CBU may terminate this employment relationship at anytime with or without cause and with or without notice, and therefore acknowledges and understands that this is an at-will employment relationship.

I, the undersigned, hereby acknowledge that I fully read and understood and agree to the terms contained in this agreement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**APPROVED BY:** (Please interoffice mail the completed form to HR)

Approving Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
Please Print

Vice President Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Area V.P.

Vice President Signature \_\_\_\_\_ Date: \_\_\_\_\_  
V.P. of Academic Affairs