

Rotary District 5080 Youth Exchange



Travel Request Form

This form must be completed, submitted, and approved prior to travel as specified in the District Travel Policy.

Travel Request:

Student's Name: _____ Student's Cell Phone: _____

Student's E-mail: _____ Host Parent's Phone: _____

Purpose of Trip: _____

Contact Information of Responsible Adult with whom student will travel:

Adult: _____ Cell Phone: _____

E-mail of Adult: _____ Role: _____

Who else will be travelling on this trip: _____

Departure/Return Dates: Date of Departure: _____ Date of Return: _____

Person Responsible for Expenses: _____

Transportation Mode: Vehicle _____ Air _____ Other _____

Vehicle Information (model/ color of car & license #): _____

Air: Please attach the full itinerary provided by carrier for student and approved adult.

Lodging (where student will be staying - please give all names, addresses and phone numbers):

Name: _____ Phone number: _____

Complete Street Address: _____

ATTACH COMPLETE Trip Itinerary for initial trip and any changes.

Signature and date of each required approver (please follow the travel policy to have all required approvals):

Host Family Signature & Date: _____ YEO Signature & Date: _____

IB Chair Signature & Date: _____ Dist. Chair Signature & Date: _____

*Our District requires this information so that we are ALWAYS able to locate the student quickly in the event of an emergency or an unexpected situation.

This form & all the required is to be uploaded into YEAH under the student's documents when approved by the final required approver.