

# 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.**