

## 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: \_\_\_\_\_

**Transportation Mode:** Vehicle \_\_\_\_ Marine \_\_\_\_ Air \_\_\_\_

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

Marine (name of vessel & vessel #): \_\_\_\_\_

Air: Please attach 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: \_\_\_\_\_

**COMPLETE Trip Itinerary must be included for initial trip and any changes. Separate pages may be used.**

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

Host Family Name & Date: \_\_\_\_\_ YEO Name & Date: \_\_\_\_\_

Country Officer Name & Date: \_\_\_\_\_ District Chair Name & Date: \_\_\_\_\_

Natural Parents (email is acceptable but must be included with initial request and any changes): \_\_\_\_\_

\*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.**