



Rotary  District 5160

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 _____ Train _____ Marine _____ Air _____

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

Marine (name of vessel & vessel #): _____

Air and Train: 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: _____

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.**