
Travel Request Form

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

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:

Note: No student travel during District Youth Exchange Events. See District Calendar for dates.

Transportation Mode: Vehicle Air

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

Lodging (where student will be staying – hotel or address of residence):

Name:

Phone number:

Street Address:

Name/Date and Signature for each required approver

1. Host Family signature/date:

2. YEO/Counselor signature/date

District Chair Name & Date:

If Travel is with present host family, the District Chair Signature is NOT required.

***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 & along with any required documents will be uploaded into YEAH under the student's documents after final approval.