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## 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 2023: Sep 8-10, Dec 8-10 or during 2024: Feb 9-11, Apr 12-14, May 2-12!

**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:

**\*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.**