



**Rotary Youth Exchange
Program ~ Owego**

**Travel Request
for Overnight Travel**

Type of Travel: Domestic Domestic Escorted Abroad Escorted

Exchange Student's Name: _____ Host Club: _____

Destination: _____

Departure Date: _____ Return Date: _____

Mode of transportation: _____

Purpose of travel: _____

Responsible adult who is traveling with student: _____

Home address: _____ Home Phone: _____

Address where student will be staying: _____

_____ Phone: _____

Must attach the following:

- Written permission (letter or fax, no email) of natural parents (specific to this trip) for any travel abroad.
- Detailed itinerary (departure and arrival dates, train/bus or airline schedule, hosting adult's name, addresses and phone numbers) for any trip exceeding two nights.
- School's completed form for any school organized trips.

I have read the reverse side of this agreement and consent to its terms and conditions.

Student's signature: _____ **Date:** _____

Signature of responsible adult: _____ **Date:** _____

Approvals:

Host Parent's signature _____ **Date:** _____

School Guidance Counselor _____ **Date:** _____
(if travel is during school hours)

Host Club's YEO signature _____ **Date:** _____

District Area Administrator signature _____ **Date:** _____

Travel without permission could result in immediate termination of the exchange.

(For office use)

Travel Approved: Travel NOT Approved: **Date:** _____

Reason not approved: _____