



TRAVEL REQUEST FORM  
ROTARY DISTRICT 9640



To be completed if the exchange student leaves his/her host family home for more than one night.

Current Host Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

e-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Permission of Host Parents: YES/ NO \_\_\_\_\_ SIGNED: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Travelling with: \_\_\_\_\_

Reason for Travel: \_\_\_\_\_

Dates for Travel: \_\_\_\_\_ Mode of Travel: \_\_\_\_\_

Where are you staying? Address: \_\_\_\_\_

Are they a Rotary Family? \_\_\_\_\_ Telephone contact No: \_\_\_\_\_

Name of person responsible: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed if spending more than one night away from your town but within the district.

Host Club: \_\_\_\_\_

Club Counsellor / President's Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Permission of Club Counsellor: YES/NO. \_\_\_\_\_ SIGNED: \_\_\_\_\_

District Country Co-ordinator Approval is required for all travel.

Please email to your District Country Co-ordinator

District Co-ordinator's Recommendation: APPROVE / DISAPPROVE

Dist. Co-ordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YEP Chair Approval is required if travelling outside the District.

Please email to – chairman@yep.rotary9640.org

YEP Chairman's Recommendation: APPROVE / DISAPPROVE

YEP Chairman's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THIS REQUEST FORM IS TO BE SENT IN AT LEAST THREE DAYS BEFORE DEPARTURE.  
THE DISTRICT CHAIRMAN HAS THE RIGHT TO REFUSE TRAVEL.