When you wish to leave the District for more than 24 hours please complete this form and forward to your District Coordinator **at least** 7 days before you leave for final approval. If your travel involves expenditure on hotels, flights, tickets etc, make sure you seek approval prior to incurring the expense.

|  |  |
| --- | --- |
| Student Name |  |
| Host Rotary Club |  |
| Present Host Family |  | Phone: |  |
| Address |  |
| Destination |  | Destination Contact Phone: |  |
| Address |  |
| Suburb |  | State: | Postcode: |
| When are you leaving? |  | When are you returning? |  |
| How are you travelling (car, train, plane)?  |  |
| With whom are you travelling? |  |
| If not host family, please provide details: | Names: |  |
| Contact phone |  | Contact email |  |
| If travelling alone, who will see you off? |  | Contact phone |  |
| If travelling alone, who will meet you at your destination? |  | Contact phone |  |

**PERMISSION TO TRAVEL:**

**I have reviewed and confirmed the details listed above and approve this travel.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Host Parent |  |  |  |
| Club Counsellor |  |  |  |
| District Coordinator |  |  |  |