

# TRAVEL REQUEST FORM

**Complete this form when travelling with homestay parent or natural parent within Canada but outside B.C.**

This Travel Information Form must be submitted **2 weeks** before departure date.

Today's Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_  
                             *First*                            *Last*  *dd/mm/yyyy*

Homestay Family: \_\_\_\_\_ School: \_\_\_\_\_  
                             *First*                            *Last*

## Travel within Canada

(Outside of British Columbia but within Canada with homestay parent or natural parent)

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

*List the name and contact for ALL homestay parents or natural parents the student will be travelling with.*

Full Name of homestay parent(s) or natural parent(s)	Parent Phone Number

**Briefly describe the purpose or reason for the trip and planned activities**

**Accommodation** *List accommodation for the trip.*

Date		✓	Type	Details
To:	From:		Private Residence	Name (if hotel):
			Hotel	Address:
			Other	Phone:

**Transportation Type** *Check all that apply.*

\_\_\_\_ Aircraft..... *List details of flight on the next page.*

\_\_\_\_ Commercial Vehicle..... Company details: \_\_\_\_\_

\_\_\_\_ Private Vehicle..... Vehicle owner: \_\_\_\_\_

\_\_\_\_ Other..... Details: \_\_\_\_\_

## Flight Information

**Note:** All flight information (airline names, flight numbers, departure times, etc.) including any connecting flights, will need to be provided once they are booked if approval is granted for the travel request.

**List the flight information for TRAVEL TO DESTINATION.**

Departure from <b>KELOWNA</b> to: _____	on: _____	at: _____
<small>City or airport</small>	<small>DD/MM/YYYY</small>	<small>Departure time</small>
arriving: _____	on flight: _____	
<small>Arrival time</small>	<small>Airline</small>	<small>Flight Number</small>

**If the above flight does not take the student directly from Kelowna to the final travel destination, list ALL the connecting flights in the space below.**

Use only the spaces needed (i.e., not all spaces may be used depending on the travel itinerary).

**Flight 2 (connecting flight to destination)**

From: _____	to: _____	on: _____
<small>Departure city or airport</small>	<small>Arrival city or airport (FINAL destination)</small>	<small>DD/MM/YYYY</small>
Leaving at: _____	on flight: _____	arriving at: _____
<small>Departure time</small>	<small>Airline</small> <small>Flight Number</small>	<small>Arrival time</small>

**List ANY connecting flights for the RETURN trip in the space(s) below.**

**Flight 3 (connecting flight from trip destination)**

From: _____	to: _____	on: _____
<small>FINAL Destination city or airport</small>	<small>Arrival city or airport</small>	<small>DD/MM/YYYY</small>
Leaving at: _____	on flight: _____	arriving at: _____
<small>Departure time</small>	<small>Airline</small> <small>Flight Number</small>	<small>Arrival time</small>

**List the information for the (final) flight on which the student will RETURN TO KELOWNA.**

Departure from: _____	to <b>KELOWNA</b> on: _____	at: _____
<small>City or airport</small>	<small>DD/MM/YYYY</small>	<small>Departure time</small>
arriving: _____	on flight: _____	
<small>Arrival time</small>	<small>Airline</small>	<small>Flight Number</small>

**Will the student participate in any of the following activities during the trip?** *Check ANY that apply.*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Aerial gymnastics     | <input type="checkbox"/> Archery                       | <input type="checkbox"/> Canoeing              |
| <input type="checkbox"/> Fencing               | <input type="checkbox"/> Hot air ballooning (tethered) | <input type="checkbox"/> Kayaking              |
| <input type="checkbox"/> Rock/wall climbing    | <input type="checkbox"/> Rodeo                         | <input type="checkbox"/> Scuba Diving          |
| <input type="checkbox"/> Skiing                | <input type="checkbox"/> Snowboarding                  | <input type="checkbox"/> Stage fighting        |
| <input type="checkbox"/> Swimming (open water) | <input type="checkbox"/> Trail (Horse) Riding          | <input type="checkbox"/> Tubing or tobogganing |
| <input type="checkbox"/> Whitewater rafting    | <input type="checkbox"/> Zip lining                    |  |

*The above activities are listed as restricted activities in district Policy 525A. If the student is hoping to participate in these, or other activities listed in **Policy 525A**, please consult with International Education Program staff prior to submitting this form.*

**Note:** International students are not permitted to drive any type of motorized vehicle (car, motorcycle, boat, watercraft, etc.).

**Any additional notes regarding this Travel Request**

*As the HOMESTAY PARENT, I am aware of the travel plans outlined on this Travel Request Form.*

Homestay Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

*As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form.*

Natural Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Request status		<b>Approved</b>		<b>Pending</b>		<b>Denied</b>
Agent contacted		<b>YES</b>		<b>NO</b>		
School contacted		<b>YES</b>		<b>NO</b>		<b>Not Applicable</b>
Travel details confirmed (all flights, addresses, etc.)		<b>YES</b>				
Input in Student File in True North		<b>YES</b>		<b>NO</b>		
International Education Program staff	<b>Signature:</b> _____			<b>Date:</b> _____		