

TRAVEL INFORMATION FORM – *Confirmed Details*

Complete this form after your travel has been approved by the International Education Program.

This Travel Request Form must be completed **no later than 1 week** before departure.

Today's Date: _____

Student Name: _____
First Last

D.O.B. _____
DD/MM/YYYY

Host Family Name: _____
First Last

School: _____

Trip Details

(ALL transportation and accommodation for the trip must be indicated below)

Trip Departure Date: _____ Trip Return Date: _____

Accommodation *List ALL accommodation for the trip.*

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

As the HOST PARENT, I acknowledge that I am aware of the final travel details outlined on this form.

Signature of Host Parent: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY

Travel details confirmed (all flights, addresses, etc.)		YES	
Immigration Letter required		YES	NO
Immigration Letter issued		YES	Date issued: _____
Input in Student File in True North		YES	NO
International Education Program staff	Signature: _____	Date: _____	

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

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)		
From: _____ <i>Departure city or airport</i>	to: _____ <i>Arrival city or airport</i>	on: _____ <i>DD/MM/YYYY</i>
Leaving at: _____ <i>Departure time</i>	on flight: _____ <i>Airline</i> <i>Flight Number</i>	arriving at: _____ <i>Arrival time</i>
Flight 3 (to destination)		
From: _____ <i>Departure city or airport</i>	to: _____ <i>Arrival city or airport (FINAL destination)</i>	on: _____ <i>DD/MM/YYYY</i>
Leaving at: _____ <i>Departure time</i>	on flight: _____ <i>Airline</i> <i>Flight Number</i>	arriving at: _____ <i>Arrival time</i>
List ANY connecting flights for the RETURN trip in the space(s) below.		
Flight 4 (from trip destination)		
From: _____ <i>Destination city or airport</i>	to: _____ <i>Arrival city or airport</i>	on: _____ <i>DD/MM/YYYY</i>
Leaving at: _____ <i>Departure time</i>	on flight: _____ <i>Airline</i> <i>Flight Number</i>	arriving at: _____ <i>Arrival time</i>
Flight 5 (connecting flight)		
From: _____ <i>Departure city or airport</i>	to: _____ <i>Arrival city or airport</i>	on: _____ <i>DD/MM/YYYY</i>
Leaving at: _____ <i>Departure time</i>	on flight: _____ <i>Airline</i> <i>Flight Number</i>	arriving at: _____ <i>Arrival time</i>

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

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