



## TRAVEL REQUEST FORM

Today's Date: \_\_\_\_\_ Travel Departure: \_\_\_\_\_

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

Host Family Name: \_\_\_\_\_ School: \_\_\_\_\_  
First Last

**CHECK ONE:**

✓	Type of Travel	Instructions	Submit form to Homestay Coordinator
	In BC with natural parents	<b>No form required</b>	Inform homestay coordinator of travel plans at least <b>one</b> week prior to travel.
	In BC with host family	<b>No form required</b>	Inform homestay coordinator of travel plans at least <b>one</b> week prior to travel.
	Outside of BC or Canada with natural parents	Complete sections 1, 2, 3, 4, 5 & 7	Submit form at least <b>two</b> weeks prior to travel.
	Outside of BC or Canada with host family	Complete sections 1, 2, 3, 4, 5 & 6	Submit form at least <b>two</b> weeks prior to travel.
	In BC with supervisor other than host parent, natural parent or SD23 staff	Complete sections 1, 2, 3,4,5 & 7	Submit form at least <b>two</b> weeks prior to travel. Travel must be pre-approved by the program.
	Outside of BC or Canada with supervisor other than host parent or natural parent	Complete sections 1, 2, 3,4, 5 & 7	Submit form at least <b>two</b> weeks prior to travel. Travel must be pre-approved by the program.
	Travelling Alone to meet program approved supervisor at destination	Complete sections 1, 2, 3, 4, 5, & 7	Submit form at least <b>two</b> weeks prior to travel. Travel must be pre-approved by the program.

**SECTION 1 – SUPERVISION**

Name the supervisor(s) and contact information of the adult who will be travelling with you. Supervisor must be 25 years of age or older and approved by the program.

✓	Supervisor	Full Name of Supervisor(s)	Phone Number	Relationship to Student
	Natural Parent (s)			
	Host Parent (s)			
	Other supervisor(s)			
	Alone	Name of person/people you will be meeting, if any, on this trip		

**SECTION 2 – PURPOSE OF TRIP**

Describe the purpose of the trip and your planned activities below.

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### SECTION 3 – TRIP ITNERARY

State the arrival and departure dates and mode of transportation below.

#### DEPARTURE:

Date	Departure. Time	Destination(s)	Airline and Flight Number or Bus or Private Vehicle Information (Attach intended travel or flight itinerary if applicable)

#### RETURN:

Date	Arrival Time	Destination(s)	Airline and Flight Number or Bus or Private Vehicle Information (Attach intended travel or flight itinerary if applicable)

### SECTION 4 – ACCOMODATION

List where you will be staying during this trip.

<input type="checkbox"/>	Accommodation Type	Address	Town/City/Province/Country
<input type="checkbox"/>	Private Residence		
<input type="checkbox"/>	Hotel		
<input type="checkbox"/>	Other		

### SECTION 5 – NATURAL PARENT SIGNATURES

*This section **must** be completed by the natural parents if student is travelling outside of BC or Canada; OR travelling with a supervisor in BC other than host parents or natural parents or SD23 staff; OR travelling alone anywhere.*

Date: \_\_\_\_\_

We \_\_\_\_\_ are the natural parents of \_\_\_\_\_ and hereby give permission for this trip as outlined above. We are satisfied that our child will have appropriate supervision. We have reviewed the itinerary and ensure that our child has the necessary Visa(s), valid Study Permit and documentation for travel.

Print Name of Natural Parent(s): \_\_\_\_\_

Signature of Natural Parent(s) \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Additional Comments:

### SECTION 6 - HOST FAMILY SIGNATURE AS SUPERVISORS

*To be completed by the Host Family if the Host Family travelling with the student.*

Date: \_\_\_\_\_

Print Name of Supervising Host Parent(s): \_\_\_\_\_

Signature of Supervising Host Parent(s): \_\_\_\_\_

Additional Comments:

## SECTION 7 – HOST FAMILY SIGNATURE FOR OTHER SUPERVISION

*To be completed by the Host Family if the Host Family is not providing supervision:*

I (we) acknowledge, that we are aware of the travel plans outlines in this travel request form.

Date: \_\_\_\_\_

Print Name of Supervising Host Parent(s): \_\_\_\_\_

Signature of Supervising Host Parent(s) \_\_\_\_\_

Additional Comments: \_\_\_\_\_

## SECTION 8 – FOR OFFICE USE ONLY

Immigration Letter required	____ YES ____ NO
Immigration Letter Issued	Date: _____
Request Status	____ Approved ____ Denied
School Contacted	____ YES ____ NO
Signature of homestay coordinator or international custodian:	
<p>This form must be received <b>two weeks</b> prior to travel when student is:</p> <ul style="list-style-type: none"> <li>• <b>Traveling outside of BC or Canada</b></li> <li>• <b>Travelling anywhere alone</b></li> <li>• <b>Travelling in BC with supervisor who is not natural parent, host parent or SD23 staff member</b></li> <li>• <b>Travelling in BC with SD23 staff on a level 4 or 5 field trip (high risk).</b></li> </ul>	

**Approval of requests is at the discretion of the Central Okanagan International Program Staff  
Please submit from to your Homestay Coordinator**

