

# TRAVEL INFORMATION FORM

Complete this form when travelling alone to meet natural parents.

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

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

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

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

## Travelling alone to meet natural parents

(Outside of the Central Okanagan Public School zone)

**Travelling alone to meet natural parents:** \_\_\_ At home \_\_\_ In Canada \_\_\_ Outside of Canada  
(not home country)

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

List the name and contact for natural parents the student will be meeting.

| Full Name of host parent(s) or natural parent(s) | Parent Phone Number |
|--|---------------------|
|  |                     |
|  |                     |

| 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: _____<br><i>City or airport</i> <i>DD/MM/YYYY</i> <i>Departure time</i> |
| arriving: _____ on flight: _____<br><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 to destination)

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

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

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

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

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

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

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 acknowledge that the travel plans listed on this form are accurate and complete. I have reviewed the itinerary, and I will ensure that my child has the necessary Visa(s), valid Study Permit, and documentation required for this travel.

I confirm that I will arrive at the indicated destination PRIOR to my child arriving.

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