

TRAVEL REQUEST FORM

Complete this form when requesting to travel with an adult supervisor (at least 25 years of age) other than host parent, natural parent, or district staff.

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

It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.

Today's Date: _____

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

Host Family Name: _____ School: _____
First Last

Travel with SUPERVISOR other than host parent, natural parent, or district staff

(Any travel with a supervisor who is not homestay parent, natural parent, or district staff)

Departure Date: _____ Return Date: _____

The student intends to travel:

____ With Supervisor the entire trip ____ Alone (to and from) but will meet the supervisor at the destination

Information about the supervisor the student will be travelling with.

Please note that the adult supervisor must be at least 25 years of age.

Supervisor Information	
Full Name of Supervisor	Supervisor Phone Number (on trip)
Relationship to student	Date of Birth

I understand that the above-listed supervisor has NOT undergone the regular processes and checks of the Central Okanagan International Education Program.

I give permission for my child to be supervised by the above-listed individual during the travel plans outlined on this Travel Request Form.

Signature of Natural Parent: _____ Date: _____

Printed Name: _____

Approval of Travel Requests are at the discretion of Central Okanagan International Program staff

Describe the purpose or reason for the trip and planned activities

Intended Travel Details

It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.

Intended 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: _____

Intended 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: _____
City or airport DD/MM/YYYY Departure time
 arriving: _____ on flight: _____
Arrival time Airline Flight Number

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

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

Flight 3 (connecting flight from trip destination)

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

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

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

Intended Travel Details (cont.)

It is highly recommended that transportation and accommodation is NOT booked until a decision regarding the travel request is made.

Intended Accommodation *List accommodation for the trip.*

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

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 HOST PARENT, I acknowledge that I am aware of the requested travel plans outlined on this Travel Request Form and the final decision of travel requests is at the discretion of the International Education Program.

Signature of Host Parent: _____ Date: _____

Printed Name: _____

As the NATURAL PARENT, I give permission for my child to participate in travel plans outlined on this Travel Request Form and with the supervisor listed. 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 the adult supervisor will arrive at the destination prior to my child's arrival.

Signature of Natural Parent: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY

Request status		Approved		Pending		Denied
Agent contacted		YES		NO		
School contacted		YES		NO		Not Applicable
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:		