

GSE Team Travel Request Form — refer to travel guidelines on page 22

Must be submitted to the GSE department at The Rotary Foundation and to the appropriate RITS agency at least 45 days before departure

- To minimize the number of changes to your travel reservations, research your travel plans with your host district and organize your team before submitting this form. RITS will only communicate with the GSE chair/team leader.
- All travel arrangements must be finalized with RITS **at least one month before departure.**
- Once tickets are issued, they cannot be altered. Please review all flight proposals carefully and verify that participants' names are spelled correctly and as they appear on their passports.
- Tickets cannot be released until completed predeparture documents are submitted to the Foundation and travel has been authorized by the GSE coordinator.
- RITS requires at least one month to purchase tickets. If the completed predeparture documents are not received on time by the Foundation, team travel may be postponed or canceled.

Personal Travel: If team members wish to make personal travel after the exchange, a typed itinerary listing dates and locations must accompany this form. Team members must prepay personal air travel expenses at the time that all other tickets are booked. The RITS agent will calculate any charges associated with the personal travel and notify the team leader with the amount.

Please print or type all information below.

COORDINATOR OF TRAVEL ARRANGEMENTS (GSE Chair or Team Leader)

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ E-MAIL _____

TELEPHONE (RESIDENCE) _____ TELEPHONE (BUSINESS) _____

SENDING DISTRICT _____ HOST DISTRICT _____

TEAM LEADER *Please indicate name as it appears on passport.*

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

STREET ADDRESS _____ CITY/TOWN _____

STATE/PROVINCE _____ POSTAL CODE _____ COUNTRY _____

E-MAIL _____ FAX _____

TELEPHONE (RESIDENCE) _____ TELEPHONE (BUSINESS) _____

TEAM MEMBERS *Please indicate names as they appear on passport.*

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

STOP! Has the district allocated *SHARE* funds and received host district approval for additional team members? *Please indicate names as they appear on passport.*

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

FAMILY NAME _____ FIRST NAME(S) _____ MIDDLE NAME(S) _____ CITIZENSHIP _____

TRAVEL

DEPARTURE CITY IN SENDING DISTRICT _____ ARRIVAL/DEPARTURE* CITY IN HOST DISTRICT _____ ARRIVAL DATE _____

DEPARTURE CITY IN HOST DISTRICT _____ RETURN DATE _____

***Per Rotary Foundation guidelines, all teams must fly into and out of the same city in the host district.**

