



# TRAVEL REQUEST FORM

Travel is a privilege and not a right. You should be current with your financial payment obligations (if required) prior to requesting travel. **\*\*Do not purchase non-refundable tickets prior to obtaining permission to travel.**

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

Full Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

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

Purpose for Travel: \_\_\_\_\_

Destination: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Address: \_\_\_\_\_

Persons traveling with and relationship to them: \_\_\_\_\_

### **Accommodations (will be verified)**

Name (hotel, relative, campground etc.): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### **Mode of Transportation**

#### ***Vehicle***

Owner: \_\_\_\_\_ Make and Model: \_\_\_\_\_

Color: \_\_\_\_\_ Tag: \_\_\_\_\_ Insurance Company: \_\_\_\_\_

#### ***Air***

Name of Airline: \_\_\_\_\_

Departure Flight Information (number, date, and time): \_\_\_\_\_

Return Flight Information (number, date, and time): \_\_\_\_\_

#### ***Other***

Please explain and provide all information associated: \_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Parent/Guardian Signature