

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

This form must be submitted to the GSE department at The Rotary Foundation and to the appropriate RITS agency at least **45 days** before departure. Forms must be completed and submitted electronically. No handwritten forms will be accepted. If RITS receives this form after the 45-day deadline, it will not book the travel for your team and your district will be obligated to postpone travel or purchase these tickets locally at the RITS-approved reimbursable rate.

- 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 tickets must be issued **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 will be released to the GSE chair or team leader. If the predeparture documents are not submitted to the Foundation or received late, your GSE coordinator will cancel or postpone the travel.
- RITS requires travel requests at least 45 days prior to departure date. Only two bookings per team are permitted. Please be ready to approve your travel itineraries when received.
- Travelers requesting additional personal travel arrangements before or after the GSE program will be charged a service fee of US\$15 for domestic travel (within the USA) or \$35 for international travel.

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
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)
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.*

1.

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

2.

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

3.

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

4.

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

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
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	BIRTHDATE (DD/MM/YYYY)	PASSPORT NUMBER	PASSPORT EXPIRATION DATE (DD/MM/YYYY)

TRAVEL

DEPARTURE CITY IN SENDING DISTRICT	ARRIVAL/DEPARTURE* CITY IN HOST DISTRICT	ARRIVAL DATE (DD/MM/YYYY)
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DEPARTURE CITY IN HOST DISTRICT	RETURN DATE (DD/MM/YYYY)
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***Per Rotary Foundation guidelines, all teams must fly into and out of the same city in the host district. Please communicate with your GSE coordinator at the Foundation for authorization of different arrangements.**

Personal Travel: If team members wish to do personal travel after the exchange, please provide details in the space below. 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 of the amount. RITS does make return bookings from other cities for personal travel requests.