



# Rotary International Travel Services (RITS) TRAVEL REQUEST FORM

## INSTRUCTIONS

Please e-mail the completed form to [RITSONline@rotary.org](mailto:RITSONline@rotary.org) or to the RITS-designated agent (list attached) assigned to your region. All requests must be submitted electronically, with typed form fields.

**Note:** RITS does not accept handwritten travel requests. A fee for personal travel will be added to funded assignments booked by RITS (including stops, additional segments, visas) of US\$15 for domestic ticketing and US\$35 for international ticketing. **Enter names exactly as they appear on passport.**

Passenger Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Enter exactly as it appears on passport

Spouse's Name (if traveling): \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Enter exactly as it appears on passport

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Purpose of travel: \_\_\_\_\_

Staff Liaison: \_\_\_\_\_

## Air Travel

Date (dd/mmm/yyyy)	Departure City	Destination City	Preferred Departure Time	Preferred Arrival Time

## Hotel

Not necessary to complete for committee meetings held in Evanston or district conferences

City	Check-in Date (dd/mmm/yyyy)	Check-out Date (dd/mmm/yyyy)	Special Requests

## Rental Car

Dates	Pick-up Location	Return Location	Car Size

**Request To Drive**

Dates	City From	City To	Approximate Mileage	Approximate Kilometers

Request Local Purchase (**Please submit priced itinerary**)

I wish to upgrade

Personal travel requests:

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Frequent flyer or hotel membership numbers:

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Special needs (seat preference, meal, airport assistance):

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