

Western Australia

TRAVEL REQUEST FORM

This form is to be completed and submitted to your District Placement Officer **well before you intend to travel (ie two weeks before travelling)**. Should an opportunity come up at the last minute, we will TRY to get approval to you quickly. **Under no circumstances may a student travel without the necessary approvals.** This process is a condition of RYE maintaining its registration as a school exchange organisation. **Students may not miss school except for Rotary organised trips.**

Failure to adhere to this process may result in the student's exchange being terminated.

STUDENT'S NAME:

Mobile Number

Travelling to:	
Travelling by	<input type="checkbox"/> bus <input type="checkbox"/> car <input type="checkbox"/> plane <input type="checkbox"/> train
Date of travel	Departing: Returning:
Person responsible during travel	Name/s Working with Children (WWC) card number and expiry dates: Travel cannot be approved if WWC details are not provided and valid
Address of accommodation	
Current Host Parents approval of this travel	Signature or attached email.

Indicate which travel is to take place then complete the relevant section:

TRAVEL WITH CURRENT HOST PARENT/S WITHIN AUSTRALIA.

Club President	Name:
	Signature (or attached email approval).

SEND THIS FORM TO YOUR PLACEMENT OFFICER WHO WILL ADVISE WHEN APPROVED

PLACEMENT OFFICER: **Approved** **Not Approved**

TRAVEL WITH OTHER ADULT/S WHO ARE NOT THE CURRENT HOST PARENT/S WITHIN WESTERN AUSTRALIA

Club President	Name: Signature (or attached email approval).
Student's natural parents/guardian	Name/s Signature/s (or attached email approval)

SEND THIS FORM TO YOUR PLACEMENT OFFICER WHO WILL ADVISE WHEN APPROVED

PLACEMENT OFFICER: Approved Not Approved

TRAVEL WITH OTHER ADULTS WHO ARE NOT THE CURRENT HOST PARENT/S OUTSIDE OF WESTERN AUSTRALIA BUT WITHIN AUSTRALIA

Club President	Name: Signature (or attached email approval).
Student's natural parents/guardian	Name/s Signature/s (or attached email approval)

SEND THIS FORM TO YOUR PLACEMENT OFFICER WHO WILL ADVISE WHEN APPROVED

PLACEMENT OFFICER: Recommended Not Recommended
DISTRICT CHAIR Approved Not Approved

TRAVEL OUTSIDE OF AUSTRALIA

Club President	Name: Signature (or attached email approval).
Student's natural parents/guardian	Name/s Signature/s (or attached email approval)

SEND THIS FORM TO YOUR PLACEMENT OFFICER WHO WILL ADVISE WHEN APPROVED

PLACEMENT OFFICER: Recommended Not Recommended
DISTRICT CHAIR Recommended Not Recommended
District Governor: Approved Not Approved

PLACEMENT OFFICER NAME:
DATE STUDENT ADVISED OF APPROVAL OR OTHERWISE: