



ROTARY TRAVEL SERVICES TRAVEL REQUEST FORM

**2019 INTERNATIONAL ASSEMBLY
13-19 JANUARY 2019**

INSTRUCTIONS

Please email the completed form to rits@rotary.org or to the Rotary Travel Services designated RITS agency assigned to your region. All requests must be submitted electronically, with typed entries. Handwritten forms will not be accepted. Travel requests should be submitted by Friday, 26 October 2018.

Note: Travelers requesting additional personal travel arrangements before or after the RI assignment will be charged a service fee of US\$15 for domestic travel (within country) or US\$35 for international travel.

PARTICIPANT DATA

Role at the 2018 International Assembly: _____

District: _____ RI Title: _____

Traveler Name (Enter exactly as it appears on the passport or government-issued photo ID.):

Surname (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Street Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Mobile Phone: _____ Alternate Phone: _____
Country Code/Area Code/Phone Number

Email: _____

Passport Number: _____ Passport Expiration: _____

Citizenship: _____ Date of Birth: _____

Gender: _____ Staff Liaison: _____

PARTNER/SPOUSE DATA (Enter information only if your partner/spouse is registered to attend the International Assembly with you.)

Partner/Spouse Name (Enter exactly as it appears on the passport or government-issued photo ID.):

Surname (Last Name)

Given Name (First Name)

Middle Name (if applicable)

Passport Number: _____ Passport Expiration: _____

Citizenship: _____ Date of Birth: _____

Gender: _____

TRAVEL DATA

Departure City: _____ Nearest Airport to Home: _____

Driving Distance to Nearest Airport: _____

Seating Location Preference: _____ Partner/Spouse Seating Location Preference: _____

FREQUENT-FLYER NUMBERS

Airline	ID Number	Traveler Name	Preferred Status (if applicable)

Participant-Known Traveler/Global Entry Number (if applicable): _____

Spouse/Partner-Known Traveler/Global Entry Number (if applicable): _____

Special Needs (wheelchair, meals, etc.): _____

Request to Drive: _____
City (from) City (to) Approximate Miles/Kilometers

I wish to upgrade my flights to: _____
Business, First, Premium Economy, etc. Any additional cost will require payment at the time of ticketing.

PERSONAL TRAVEL REQUESTS

If you would like to extend your stay before or after the assembly, please use [this hotel booking link](#) to secure your accommodations.

Travelers arriving in the USA before their assignment start date due to personal travel arrangements (including Homestays) will not be considered entitled to a forced overnight stay and RI will not reimburse hotel accommodations or expenses for those nights.

Charges resulting from pre- or post-assembly travel (extension beyond RI-funded days) will be incurred at personal cost. A fee will be charged for booking domestic (US\$15) and international (US\$35) travel.

Indicate any supplementary travel needs below:

I agree to pay the additional costs for booking travel outside of Rotary's Travel Policy. (Your RITS agent will contact you to obtain credit card information if you are requesting pre- or post-assembly travel.)

To review our privacy policy, please see <https://my.rotary.org/en/privacy-policy>.