



# ROTARY TRAVEL SERVICES REQUEST FORM

**2020 INTERNATIONAL ASSEMBLY  
19-25 JANUARY 2020**

## INSTRUCTIONS

Please email the completed form to [rits@rotary.org](mailto:rits@rotary.org) or to the Rotary Travel Services designated RITS agency assigned to your region. By submitting this form, the Traveler (you) agree and consent to the use of your personal data as described below.

All requests must be submitted electronically, with typed entries. Handwritten forms will not be accepted. Travel requests should be submitted by Monday, 4 November 2019.

**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.

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary"), and the personal data you share with Rotary will only be used for official Rotary business. This means that the personal data you provide will primarily be used for arranging Rotary-related travel for you and anyone traveling with you. Personal data you provide below may be transferred to Rotary service providers (for example, airlines, travel agencies, or other affiliated entities) to assist Rotary's travel-related activities. You may receive information about your travel arrangements or Rotary events via email. Personal data collected on this form is subject to Rotary's Privacy Policy found at [my.rotary.org/en/privacy-policy](http://my.rotary.org/en/privacy-policy).

## PARTICIPANT DATA

Role at the 2020 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: \_\_\_\_\_

## 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.)