



Students must obtain written permission from CIEE if traveling internationally or traveling independently of their host family, Local Coordinator, or school. Please submit this Travel Request Form at least 14 days prior to domestic travel or 30 days prior to international travel. Please obtain Local Coordinator, host family, and natural parent signatures before submitting this form to support@cieee.org.

Please note that CIEE is not responsible for any costs incurred by travel. Responsibility for travel costs must be organized between students and their host family, LC, or other chaperone(s).

STUDENT FULL NAME (PLEASE PRINT):

USAHSID:

STUDENT TRAVEL INFORMATION

Form section for Student Travel Information including fields for Trip Start Date, Trip End Date, Purpose of Trip, Destination/Hotel Address, Estimated Total Travel Costs, Name of Person(s) Responsible for Travel Costs, and Will you be missing school for this trip? (Yes/No).

CHAPERONE INFORMATION

Form section for Chaperone Information including a request to complete the section for all adult (age 25+) chaperones and fields for Chaperone Name, Age, Phone, and Email.

HOST PARENT APPROVAL

Form section for Host Parent Approval including a statement of approval and fields for Host Parent Name(s), Signature(s) of Host Parent(s), and Date.

LOCAL COORDINATOR APPROVAL

Form section for Local Coordinator Approval including a statement of approval and fields for LC Name, Signature of Local Coordinator, and Date.

NATURAL PARENT OR LEGAL GUARDIAN APPROVAL

Form section for Natural Parent or Legal Guardian Approval including a statement of approval and fields for Natural Parent/Guardian Name, Signature of Natural Parent/Guardian, and Date.