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Office of the
President



**American Intercultural
Student Exchange**
A non-profit tax exempt educational Foundation

REQUEST FOR PERMISSION TO TRAVEL

Trips with the Host Family, Church, or School groups usually require only that the Area Representative know the dates of the trip, the place to be visited, and address or phone number to contact in emergency, unless the planned trip is outside the continental United States (Canada and Mexico, only with special permission).

Permission of the National Office is **REQUIRED ONLY:**

- a) When the trip is NOT with the Host Family
- b) School or Church trips require school personnel or church staff goes on trip and take responsibility-enforcing rules. National office must give permission.
- c) When the trip is for Three(3) days or longer
- d) When the trip is out of the continental United States. (Canada and Mexico only with special permission)

Student's name: _____

Host Family Name: _____ Phone _____

Street Address: _____

CITY: _____ State _____ zip _____

DATES OF TRIP: Departing _____ Returning _____

Place to be visited: _____

Purpose of the trip: _____

How is the cost being met? _____

Method of transportation _____

If by auto, name and age of driver _____

Student invited by: (Name) _____

Address: _____ Phone _____

City: _____ State _____ Zip _____

Relationship to Student: _____

APPROVAL OF THE HOST FAMILY

We have fully discussed this trip/visit with _____ (Student's Name) and give our full approval to the plans as outlined above.

Date: _____ Signed: _____

- A LETTER OF INVITATION MUST BE ATTACHED TO THIS REQUEST
- WRITTEN PERMISSION FROM NATURAL PARENTS REQUIRED. FAX IS ACCEPTABLE

PLEASE MAIL TO JUDY SCOTT ONE MONTH (if possible) PRIOR TO THE TRIP.