# Inbound Student Travel Authorization Matrix

Student and host family tool: find the travel category, required approvals, and information to provide before travel.

Key: HF = Host Family  YEO = Club Youth Exchange Officer  CO = Country Officer  DC = District Chair  NP = Natural Parents / Guardians  TRF = Travel Request Form

**Do not buy tickets, book travel, or make financial commitments until all required approvals have been received.**

| Travel Type | Where | Same-day | Overnight not with HF | Overnight with HF |
|---|---|---|---|---|
| Local Approved Area | ■ Canada: **Vancouver Island / Vancouver-Lower Mainland**<br>■U.S.A.: **Western Washington / Seattle area** | **Approval:** HF may approve<br>**Info:** Basic Info<br>**Form:** No form | **Approval:** HF + YEO<br>**Info:** Overnight Info<br>**Non-vetted stay:** may be permitted up to 72 hours<br>**Form: TRF required** ***except overnight at a friend's house in host city, requires HF permission only* | **Notice:** HF notifies YEO by email<br>**Info:** Basic overnight information<br>**Form: E-mail to YEO** |
| Expanded Province / State Area | ■ Canada: **Elsewhere in British Columbia**<br>■U.S.A.: **Elsewhere in Washington State or Portland, Oregon** | **Approval:** HF + YEO + CO **Info:** Basic Info + Trip Details **Form: TRF required** | **Approval:** HF + YEO + CO<br>**Info:** Overnight Info + Trip Details<br>**Non-vetted stay:** may be permitted up to 72 hours<br>**Form: TRF required** | **Approval:** HF + YEO + CO<br>**Info:** Overnight Info + Trip Details<br>**Form: TRF required** |
| Outside Province / State / Nearby Area | ■ Canada: **Outside British Columbia**<br>■U.S.A.: **Outside Washington State or Portland, Oregon** | **Approval:** HF + YEO + CO + DC + written NP permission<br>**Info:** Full Written Info<br>**Timing:** CO to DC at least 7 days before departure<br>**Form: TRF required** | **Approval:** HF + YEO + CO + DC + written NP permission<br>**Info:** Full Written Info<br>**Timing:** CO to DC at least 7 days before departure<br>**Form: TRF required** | **Approval:** HF + YEO + CO + DC + written NP permission<br>**Info:** Full Written Info<br>**Timing:** CO to DC at least 7 days before departure<br>**Form: TRF required** |
| Cross-Border / International | ■■ **Any international border crossing** Use destination category plus border rule | **Not allowed unaccompanied across border.** Student must be accompanied by and remain with HF or approved Rotary volunteer.<br>**Approval:** destination category + border requirements<br>**Form: TRF required** | **Not allowed unaccompanied across border.** Student must be accompanied by and remain with HF or approved Rotary volunteer.<br>**Approval:** destination category + border requirements<br>**Form: TRF required** | **Not allowed unaccompanied across border.** Student must be accompanied by and remain with HF or approved Rotary volunteer.<br>**Approval:** destination category + border requirements<br>**Form: TRF required** |
| Information you must provide | **Basic Info**<br>- Where you are going<br>- Who you are going with<br>- How you are travelling<br>- What you are doing<br>- Leave and return times<br>- How you can be contacted in an emergency<br>- Confirmation you have your emergency contact list | **Full Written Info**<br>Everything above, plus:<br>-Names and phone numbers of responsible adults supervising the student<br>-Confirmation the student has all necessary travel documents<br>-Confirmation the student has sufficient funds<br>-Written natural parent / guardian permission<br>-Information must reach the DC at least 7 days before departure | **Overnight Info / Trip Details**<br>Everything in Basic Info, plus:<br>- Names and phone numbers of responsible adults<br>- Where you will stay overnight, if applicable<br>- Confirmation you have enough money for planned activities<br>- Whether you will stay with a non-vetted family<br>- If non-vetted, how many hours you will stay there | **Special Rules**<br>- Groups of 4 or more exchange students need D5020 YEP adult supervision or CO/DC permission<br>- Other-district Rotary trips are not permitted.<br>- Unaccompanied travel requires a Rotary-approved adult at the destination<br>- Cross-border travel requires HF or approved Rotary volunteer accompaniment |

**Travel Request froms available @ www.rye5020.org.  Click on Program Links & Forms**

Rotary District 5020 | rotary youth exchange

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