

# GSE Team Travel Request Form

**Must be submitted to the appropriate RITS office at least two months before departure** (offices listed on RITS Designated Travel Agencies form)

- In an effort to minimize the number of changes to your travel reservations, research your travel plans with your host district and organize your team before submitting this form. RITS will only communicate with the GSE chair/team leader.
- All travel arrangements must be finalized with RITS **at least one month before departure.**

**Personal Travel:** If team members wish to make personal travel after the exchange, a typed itinerary listing dates and locations must accompany this form. Team members must prepay personal air travel expenses at the time that all other tickets are booked. The RITS agent will calculate any charges associated with the personal travel and notify the team leader with the amount.

*Please print or type all information below.*

GSE CHAIR	E-MAIL ADDRESS
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SENDING DISTRICT	HOST DISTRICT
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## TEAM LEADER

FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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STREET ADDRESS	CITY/TOWN
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STATE/PROVINCE	POSTAL CODE	COUNTRY
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E-MAIL	FAX
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TELEPHONE RESIDENCE	TELEPHONE BUSINESS
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## TEAM MEMBERS

FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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**STOP!** Has the district allocated *SHARE* funds and received host district approval for additional team members?

FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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FAMILY NAME (AS IT APPEARS ON PASSPORT)	FIRST NAME(S) (AS IT APPEARS ON PASSPORT)	CITIZENSHIP
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## TRAVEL

DEPARTURE CITY IN SENDING DISTRICT	ARRIVAL CITY IN HOST DISTRICT	ARRIVAL DATE
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DEPARTURE CITY IN HOST DISTRICT (IF DIFFERENT FROM ARRIVAL CITY)	RETURN DATE
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Arrival and departure city may be different only if there is no additional cost involved

## RITS Designated Travel Agencies

<p><b>ARGENTINA, CHILE, URUGUAY</b>          Rotary Contact – Eduardo Sanchez          Eduardo Sanchez Viajes y Turismo          Florida 833          2 Piso, Of. 202 “H”          1005 Buenos Aires          ARGENTINA          Tel: 54-11-43-11-6141          Fax: 54-11-43-13-8091          E-mail: edusanchez@arnet.com.ar</p>	<p><b>AUSTRALIA</b>          Rotary Contact – Linda Sesta          American Express          Level 12          151 Clarence St.          Sydney 2000 NSW          AUSTRALIA          Tel: 61-2-9271-7518          Fax: 61-2-9271-3050          E-mail: rotaryaustralia@aexp.com</p>	<p><b>BRAZIL</b>          Rotary Contact – Rosely Tamashiro          Flytour Business Travel          Alameda Jurua, 641          Alphaville          Barueri, SP          BRAZIL          Tel: 55-11-4502-2600          Fax: 55-11-4502-2625          E-mail: rosely.tamashiro@flytour.com.br</p>
<p><b>INDIA</b>          Rotary Contact – Bejoy Samuel          Lionel India Ltd.          M-32          Greater Kailash          II Shopping Complex          New Delhi 110 048          INDIA          Tel: 91-11-51637424          Fax: 91-11-29211158          E-mail: rotary@rosenbluthindia.com</p>	<p><b>JAPAN</b>          Rotary Contact – Akihiko Soga          Tonichi Travel Service (TNK)          Rotary Section          Tsukiji KY Bldg. 4th Floor          4-7-5 Tsukiji, Chuo-ku          Tokyo 104-0045          JAPAN          Tel: 81-3-5148-1730          Fax: 81-3-5148-1736          E-mail: rot@tonichi.co.jp</p>	<p><b>KOREA</b>          Rotary Contact – Mi Sook Cho          K Travel Service          7th Floor Youene Bldg.          75-95, Seosomun-Dong          Chung-Ku, Seoul 100-110          KOREA          Tel: 82-2-779-3413          Fax: 82-2-775-8189          E-mail: mscho@k-travel.co.kr</p>
<p><b>NEW ZEALAND</b>          Rotary Contact – Rebecca Ocroft          Distinctive TMC Limited          Level 2, Gosling Chapman Bldg.          63 Albert St.          Auckland Central          NEW ZEALAND          Tel: 64-9-958-2508          Fax: 64-9-373-3143          E-mail: rebecca@distinctivetmc.co.nz</p>	<p><b>PHILIPPINES</b>          Rotary Contact – Jennifer Penesa          American Express          1810 A Mabini cor Remedios Sts.          Malate, Manila          PHILIPPINES          Tel: 632-5268406          Fax: 632-5261306          E-mail: j.penesa@travelnow.ph</p>	<p><b>SWEDEN</b>          Rotary Contact – Peter Vinna          American Express          Wallingatan 33          111 24 Stockholm          SWEDEN          Tel: 46-8-791-65-00          Fax: 46-8-791-65-40          E-mail: peter.vinna@rosenbluth.com</p>
<p><b>USA</b>          American Express          Rotary International          One Rotary Center          1560 Sherman Avenue 12NW          Evanston, IL 60201-3698 USA          Tel: (847) 866-3411          Fax: (847) 866-6297          E-mail: jramirez@rosenbluth.com</p>		