WAYFINDERS TRAVEL REQUEST

THIS FORM MUST BE SUBMITTED PRIOR TO TRAVEL

This is a training tool for student's to be responsible for their plans and notifying the Wayfinders staff. Students are to complete this form 1 week prior to their trip (when feasible). The Student's Wayfinders Case Manager will then email the information to the Residential Living Coordinator and inform the rest of the team with the departure and arrival information. This form is then filed in the Travel Request binder located in the Wayfinders office.

Date:		**Student:**	
Reason for Request:			
Destination:			
Destination Address:			
City/ State/Zip:			
Destination Phone:	**( )**		
Going With:			

Method of Transportation:	☐ Private ☐ Auto ☐ Train* ☐ Air * ☐ Bus*		
Departure Date:		**Departure Time:**	
Return Date:		**Return Time:**	
Detailed Info:			

Work Experience Notified ☐	**Teachers Notified** ☐	**Budget Reviewed** ☐

☐*Attached: Copies of Travel Tickets					
Departure - How will the Student get to:					
Airport:		Date:		Time:	
Train Station:		Date:		Time:	
Bus Stop:		Date:		Time:	
Return - How will the Student return to Palazzo from:					
Airport:		Date:		Time:	
Train		Date:		Time:	
Bus Stop:		Date:		Time:	

I have reviewed this travel plan:

Signature: _____ Date: _____

WF Staff Case Manager