



**RICHMOND**  
INTERNATIONAL EDUCATION  
ENRICHING GLOBAL MINDS

*\*Completed form must be submitted to RIE Office **at least one week** prior to trip departure for a review. \**

## Acknowledgement of Travel Form (Overnight/Outside of Metro Vancouver)

Student's Full Name \_\_\_\_\_ School \_\_\_\_\_

Destination \_\_\_\_\_ Travel Dates: \_\_\_\_\_ to \_\_\_\_\_

Accommodation Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Purpose of Trip, Transportation Means (Including Itinerary and Activities – **if student is flying, include flight itinerary**)

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### ADULT CHAPERON (the adult must be 25+ of age. A copy of government-issued photo ID must be attached)

*I will supervise and take sole responsibility of the above-mentioned student at all times during this trip.*

Chaperon Name and Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Relationship to student \_\_\_\_\_

**Accommodation Address: must be the same as student above.**

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### PARENTS/LEGAL GUARDIAN

*I will insure that our son/daughter has adequate travel insurance and health coverage.*

*I give permission for my (custodial) child to go on the trip with the above adult chaperon.*

Parent/Legal Guardian Name and Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### RESPONSIBLE PERSON (the adult that is currently hosting the student at the house)

*I am aware of this trip and agree to allow my Homestay student to go with the adult chaperon.*

Homestay Name and Signature \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The purpose of this form is to collect sufficient information prior to your overnight/out of Vancouver trip to ensure all parties (RIE program, parents/legal guardians, homestay parents, and chaperon) are involved in and agreed to your trip planning. We will advise each party to retain a copy of this filled form with contact information for emergency use during the period of your travel.