

GSE Team Travel Request Form — refer to travel guidelines on page 22

Must be submitted to the Group Study Exchange Department at The Rotary Foundation at least 45 days before departure

- 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.**
- Once tickets are issued, they cannot be altered. Please review all flight proposals carefully and verify that participants' names are spelled correctly and as they appear on their passports.
- Tickets cannot be released until completed predeparture documents are submitted to the Foundation and travel has been authorized by the GSE coordinator.
- RITS requires at least one month to purchase tickets. If the completed predeparture documents are not received on time by the Foundation, team travel may be postponed or canceled.

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.

COORDINATOR OF TRAVEL ARRANGEMENTS (GSE Chair or Team Leader)

Panula	Jaakko	Kalevi	jaakko.panula@kauhajoki.fi
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	E-MAIL
+358-400-153698			
TELEPHONE (RESIDENCE)	TELEPHONE (BUSINESS)		
1380	4490		
SENDING DISTRICT	HOST DISTRICT	PURCHASE ORDER NUMBER	

TEAM LEADER *Please indicate name as it appears on passport.*

Panula	Jaakko	Kalevi	Finnish
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
Sorvarintie 5		Kauhajoki	
STREET ADDRESS	61800	CITY/TOWN	Finland
STATE/PROVINCE	POSTAL CODE	COUNTRY	
jaakko.panula@kauhajoki.fi			
E-MAIL		FAX	
+358-400-153698			
TELEPHONE (RESIDENCE)		TELEPHONE (BUSINESS)	

TEAM MEMBERS *Please indicate names as they appear on passport.*

Säilä	Eeva	Johanna	Finnish
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
Karjalainen	Sini	Susanna	Finnish
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
Panula	Tiina	Marika	Finnish
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
Vascellari	Andrea		Italian
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP

STOP! Has the district allocated *SHARE* funds and received host district approval for additional team members? *Please indicate names as they appear on passport.*

FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
FAMILY NAME	FIRST NAME(S)	MIDDLE NAME(S)	CITIZENSHIP
TRAVEL			
Vaasa	Fortaleza		1.5.2008 (1st May, 2008)
DEPARTURE CITY IN SENDING DISTRICT	ARRIVAL/DEPARTURE* CITY IN HOST DISTRICT		ARRIVAL DATE
Fortaleza			31.5.2008 (31st May, 2008)
DEPARTURE CITY IN HOST DISTRICT			RETURN DATE

***Per Rotary Foundation guidelines, all teams must fly into and out of the same city in the host district.**

Rotary International Travel Service (RITS) Designated Travel Agencies

If a RITS agency is not located in your country, please submit travel request to the RITS office in the USA.

<p>ARGENTINA, CHILE, URUGUAY Rotary Contact - Martha 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: martha@sanchezviajes.com.ar</p>	<p>AUSTRALIA 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>BRAZIL 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>INDIA Rotary Contact - Bejoy Samuel Lionel India Ltd. M-32 Greater Kailash, II Shopping Complex New Delhi, 110 048 INDIA Tel: 91 11 41637424 Fax: 91 11 29211158 E-mail: rotary@lionelindia.com</p>	<p>JAPAN Rotary Contact - Akihiko Soga Tonichi Travel Service (TNK) Rotary Section Tsukiji KY Bldg. 4th Flr 4-7-5 Tsukiji, Chuo-ku Tokyo 104-0045 JAPAN Tel: 81 3 5148 1730 Fax: 81 3 5148 1827 E-mail: rot@tonichi.co.jp</p>	<p>KOREA Rotary Contact - Ms. Kyungsoon Jung K Travel Service 7th Flr Youone Bldg. 75-95, Seosomun-Dong Chung-Ku, Seoul 100-110 KOREA Tel: 82 2 775 8187 Fax: 82 2 775 8189 E-mail: ksjung@k-travel.co.kr</p>
<p>NEW ZEALAND Rotary Contact - Debbie Fraser Distinctive Travel DX CP22010, PO Box 105-128 Auckland NEW ZEALAND Tel: 64 9 968 2510 Fax: 64 9 373 3143 E-mail: debbie@distinctivetravel.co.nz</p>	<p>PHILIPPINES Rotary Contact - Venus Ruiz American Express Ground Floor, Eurovilla 1 V.A. Rufino cor Legaspi Sts. Legaspi Village, Makati City PHILIPPINES Tel: 63 2 8849435 General Tel: 63 2 8849488 Fax: 63 2 8937915 E-mail: venus.ruiz@amextdg.com</p>	<p>USA American Express Rotary International One Rotary Center 1560 Sherman Ave. 12NW Evanston, IL 60201-3698 USA Tel: 847 866 3411 Fax: 847 866 6297 E-mail: ritsonline@rotary.org</p>