

Quick Guide for Permission to Travel Form

Note: Student travel with the host family that does not require approval include: less than \$300 of the student's money, student does not miss 5 or more days of school, and travel remains inside the US does not require a Permission to Travel Form or YFU approval. Host families should communicate any trips not requiring approval to their local coordinator for safety purposes.

When Approval is Required:

- International Travel
- Trip requires student to miss 5 or more days of school
- Trip requires student to contribute \$300 or more of their own money
- Trips with another family or authorized host (must be 25 or older)
- School sponsored trips
- Trip sponsored by religious, community, or youth organization
- Independent travel to visit an authorized adult (must be 25 or older)
- Trip planned with natural family at the end of the exchange year

Steps to Gain Trip Approval:

- Complete all applicable sections of the online Permission to Travel Form (found in host family account).
- Gather required supplemental documentation.
- Upload all documents to the online Permission to Travel Form
- Wait for YFU approval, denial, or request for more information. You will receive an email from "Web Master."

How to complete Permission to travel form:

1. Login to host family account
2. From main screen, go to resources dropdown and select permission to travel

Welcome, DEBORAH FRY

ABOUT YFU BECOME A COORDINATOR HOST A STUDENT STUDY ABROAD EDUCATORS GET INVOLVED

HOST FAMILY MY ACCOUNT CURRENT YEAR FORMS HOSTING HISTORY **RESOURCES** MEET YFU STUDENTS MY STUDENT(S) - (LAST 5)

PERMISSION TO TRAVEL FORM

CONTACT SUPPORT >

PERMISSION TO TRAVEL POLICIES AND PROCEDURES

YFU USA has a responsibility to ensure student safety. The student safety profile is based on data of a student's location, and ensure that

3. Read through the permission to travel policies and procedures and then click on arrow at bottom of screen to continue to form

TRAVEL NOT ALLOWED

- Natural family visits during the program year
- Independent travel to visit someone younger than 25
- Trips where a student misses more days of school than school policy allows
- Trips sponsored by another exchange program or travel agency

ADDITIONAL COMMENTS

Host family and student must notify the Support Services Manager (SSM) if trip details change or if the trip is cancelled.

Do not purchase airline, bus, or train tickets prior to receiving YFU approval as many tickets are non-refundable. YFU will not reimburse, nor accept any responsibility for financial loss incurred by purchasing tickets or paying deposits prior to obtaining approval from the SSM.

Students who choose to go on a trip that has been denied by YFU risk being placed on Warning or Probation.

YFU USA reserves the right to change this policy due to potential COVID restrictions and / or Department of State guidance



4. Complete form and upload requested documents for trip. The information needed for form is:
 - a. Students name
 - b. Proposed travel information
 - i. Departure/return date
 - ii. Full address of where student will be staying
 - iii. Emergency contact number while traveling
 - iv. Type of travel
 - v. Traveling transportation
 - c. Upload supplemental documents needed when applicable: See additional screenshot below for required documents and when needed.
 - i. Detailed Itinerary
 - ii. Invitation from inviting adult
 - iii. Written Natural Parent Permission
 - iv. Written School Permission
 - v. Additional traveler's insurance
 - vi. Visa requirement check
 - vii. DS-2019-Must be submitted to YFU USA for signature by Alternative Responsible Officer
5. Click Submit
6. You will receive approval, denial or request for more information from "Webmaster" or SSM. Do not purchase tickets until approval is granted.

Important Notes:

- Read through Permission to travel form for additional information.
- Allow up to 2 weeks for domestic travel request approval
- Allow 3 weeks for international travel request approval

- **CBYX, YES, and FLEX scholarship students** who are traveling outside the USA must submit one additional document: proof of additional insurance. Additionally, the Permission to Travel form and all supplemental documentation (including the DS-2019) must be submitted at least one month prior to departure. The Department of State provides final approval for scholarship students taking international trips and all documentation is forwarded to DOS by YFU. This causes a longer trip approval time.
- YFU can now electronically sign the DS-2019, so it is not necessary to snail mail a hard copy to the Saginaw office. Upload copy under supplemental insurance on form. YFU will electronically add the signature in the travel validation box and email the DS-2019 back to the student, host family, and Local Coordinator. Please make sure to check junk mail folders as sometimes YFU emails end up there. A Permission to Travel Form must be submitted in the online system before the DS-2019 will be signed.

Supplemental Document upload Reference:

Coding:

I	Detailed Itinerary
INV	Invitation from inviting adult
NPP	<u>Written</u> Natural Parent Permission
SP	<u>Written</u> School Permission
ATI	Additional traveler's insurance
VR	Visa requirement check
DS-2019	Must be submitted to YFU USA for signature by Alternative Responsible Officer

Types of Trips	Required Documentation
Trips that cost student \$300 or more	NPP
Trips that cause student to miss 5 or more days of school	SP
School sponsored trips	NPP, I
Trips with another family or authorized host (adult must be 25 or older)	NPP, I
Trip sponsored by religious, community, or youth organization	NPP, I
Independent travel to visit an authorized adult (adult must be 25 or older)	NPP, I, INV
Trips planned with natural family at the end of the exchange program	NPP, I
International trips / trips outside of the USA	NPP, I, VR (all students)
DS-2019 must be submitted to YFU USA for authorized signature	ATI (CBYX, FLEX, & YES students)