



VOCATIONAL TRAINING TEAM ITINERARY

A detailed travel itinerary is required for any grant activity involving vocational training teams. It must outline the team's travel arrangements (both local and international), daily activities, and hosting accommodations, as well as provide cooperating organization information.

PROPOSED TRAVEL SCHEDULE

Please provide all proposed travel information for the duration of the grant activity, including travel from the home country to the international country and all local travel during the training. No arrangements should be purchased until grant is approved by The Rotary Foundation. If traveling by plane, indicate the proposed flight number; otherwise, indicate how travel arrangements will be made. Should any participants be completing personal travel, please include this information as well.

Date	Name(s)	Departure/Arrival Location	Flight Information or Means of Transportation

If you need to insert additional rows, place your cursor at the end of a row and hit the Tab key.

DAILY ITINERARY

Please provide a day-by-day, location-by-location listing of the activities planned for the team’s visit. This should be completed by the international sponsor in conjunction with the host sponsor. Team members, international sponsors, and host sponsors are required to review and approve this itinerary. (The itinerary could also be used as part of any predeparture packet for each participant.)

Date	Activity	Location

ACCOMMODATIONS

Please provide all arrangements for lodging (e.g., hotels, dormitories, Rotarian host accommodations). In each contact information section, please include a complete address, phone number, and any specific Rotarian contacts.

Date	Location	Contact Information (including name, address and phone)