



## **LNASP FINAL TRAVEL REQUEST**

CBIE STUDENT NUMBER \_\_\_\_\_

STUDENT NAME \_\_\_\_\_

LIBYAN NATIONAL ID# \_\_\_\_\_

### **CONTACT/PERSONAL INFORMATION IN CANADA/US** *(required to book travel)*

STUDENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

PROVINCE/STATE \_\_\_\_\_ POSTAL/ZIP CODE: \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PASSPORT EXPIRATION \_\_\_\_\_

### **CONTACT/PERSONAL INFORMATION IN LIBYA**

STUDENT ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

EMAIL ADDRESS (optional) \_\_\_\_\_

EMERGENCY CONTACT IN LIBYA (name) \_\_\_\_\_

EMERGENCY CONTACT IN LIBYA (phone number) \_\_\_\_\_

### **ITINERARY REQUEST**

DEPARTURE CITY \_\_\_\_\_

DESTINATION CITY \_\_\_\_\_

PREFERRED DEPARTURE DATE \_\_\_\_\_

NUMBER OF ACCOMPANYING FAMILY MEMBERS \_\_\_\_\_

Name	Date of Birth (mm/dd/yyyy)	Relationship	Passport Expiration Date (mm/dd/yyyy)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## **TRAVEL POLICIES**

Travel is funded for the most economical route only. Requests with supporting documents must be submitted to CBIE at least **30 days prior to travel date**.

The scholarship will not cover any cost related to:

1. An overnight layover and/or any hotel stays.
2. Travel fees related to transit visas and passports.
3. Charges for changes in travel plans. In the event of a visa delay or change in plans, students are fully responsible for the airline change fees (which can average \$300 per ticket), as well as the difference in airfare, for all changes made to the originally scheduled travel date.

I acknowledge that I understand the travel policies as stated above.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Travel Authorized By (CBIE Academic Manager)

**PLEASE RETURN THE COMPLETED FORM, ALONG WITH COPIES OF THE REQUIRED DOCUMENTS TO:**

- If in Canada, to [travel.ca@cbie.ca](mailto:travel.ca@cbie.ca).
- If in the United States, [travel.us@cbie.ca](mailto:travel.us@cbie.ca).