



LNASP FORM: FINAL TRAVEL REQUEST

Policy: In accordance with Ministry decree dated June 9, 2020, please note the following:

- The files for students whose **scholarship period ended before 2019** are automatically closed, and students are therefore not eligible to request any further benefits. This means that you will be required to make your own travel arrangements back to Libya at your own expense, as no further payments or reimbursements can be made on your behalf.
- Students whose **scholarship ended in 2019 have a 3 month period to close your file and depart North America**. (Note: Due to current airport closures, the 3 month deadline will start from the date airports in Libya re-open, and travel must occur during that 3-month window.) For any students who do not request to close within the designated 3-month window, your files will automatically be closed and final reports will be sent to the Ministry.
- Students whose **scholarship ends in 2020 and forward will have a 6 month period to close your file and depart North America**. No requests for thesis, final ticket, baggage allowance, etc. can be processed more than 6 months after your scholarship end date. Travel must occur within the 6 month period, meaning tickets cannot be booked for travel dates that exceed 6 months. For any students who do not request to close within the designated 6-month window, your files will automatically be closed and final reports will be sent to the Ministry.

CBIE STUDENT NUMBER _____
STUDENT NAME _____
LIBYAN NATIONAL ID# _____
SCHOLARSHIP END DATE _____

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.			

ADDITIONAL 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

PLEASE RETURN THE COMPLETED FORM, ALONG WITH COPIES OF THE REQUIRED DOCUMENTS TO:
travel.ca@cbie.ca (students in Canada), or travel.us@cbie.ca (students in the US).

Form Updated: June 11, 2020