



Travel/Vacation Request

All requests must first be approved by an IWORK counselor BEFORE tickets are purchased. Travel information and reasons should be explained using the IWORK Request for Travel/Vacation Form. A flight itinerary must be submitted to confirm the dates of travel after approval has been received. Students are responsible for their own travel costs. (NO Buddy passes allowed) In order for students to travel they will need to meet 7 criteria:

1. Must complete 2 consecutive semesters **BEFORE** they can request to travel
2. Must get approval signature from their employment supervisor/manager
3. Must be current with their BYU–Hawaii financial student account
4. Must be in good academic standing
5. Travel must not interfere with scheduled classes
6. Must meet with an SMB representative for clearance
7. Must pay for the daily empty room rate (the IWORK program will NOT pay for students housing and meal plans for any student traveling).

Traveling for more than two weeks is highly discouraged for several reasons:

- Employers of IWORK students (PCC) have travel policies that do not allow for students to take more than two weeks off.
- IWORK students have committed to assist with the cost of their education through continuous employment.
- The University is paying for facilities and resources (e.g. Housing and a meal plan) that are not being used while the student is traveling.

All travel/vacation requests will need to be reviewed and approved by the IWORK committee. Any exceptions to the policy will also need to be reviewed and approved by the IWORK committee.



IWORK Vacation Travel Request Form

Travel Request Process and Checklist

- 1. Complete second page and make sure all blanks are filled in.**
2. Meet with your work supervisor or manager to discuss the vacation dates.
 - (a) Presenting this form to your supervisor does not mean approval from the IWORK exceptions committee.
 - (b) If your supervisor does not authorize you to travel, your travel request may not be approved by the IWORK committee.
- 3. If travel is approved and your destination is outside of the U.S., you must go to the International Student Services (ISS) Office to sign your DS-2019 before departure.**
4. If your travel is approved, you must bring your **flight itinerary** prior to travel to confirm dates and destination approved by the IWORK Program.
5. It is your responsibility to check the expiration dates of your passport, visa, and DS-2019.
6. Must receive clearance from Residential Life

Signature by Residential Life representative

7. Must resolve any outstanding medical co-pays and/or have a payment plan in place.

Signature by Student Medical Benefit (SMB) representative

By signing below, I acknowledge that I meet all the requirements of the IWORK travel policy and I understand my responsibilities within the travel/vacation request process.

(Student) Print Name

(Student) Signature

Date



Financial Aid & Scholarship

IWORK Vacation/Travel Request Form

Legal Name: _____ BYUH ID: _____
Last First

Email Address: _____ Telephone: _____

Destination: _____ Travel Dates: _____ to _____
City and Country Departure Date Return Date

of days traveling: _____ (Travel should not exceed more than 14 days, see travel policy.)

_____ (initial) I have reviewed the travel policy.

Please specify the reason for travel (if you need more space, please attach a brief, typed letter)

I certify that the information on this form and all attached documentation is true and complete to the best of my knowledge

Signature: _____ Date: _____

For PCC or BYUH Employer (Please check one of the following)

When the student returns from the travel dates above, will the student job be intact or not intact? (Check one of the boxes below)

Job intact Job NOT intact

Supervisor's Name (Print)

Supervisor's Signature (if applicable)

Date

PCC HR Signature:

Date:

For Office Use Only

Family Contribution: _____

Exception Meeting Date: _____

Major: _____

IWORK Decision: (circle one)

Cumulative Credits earned: _____

Approved Denied Pending

Cumulative GPA: _____

Comments: _____

Expected Graduation Date: _____

Probation? Y N

Met with Counselor on this date: _____

Financial Aid Counselor: _____