



HPUSA TRAVEL REQUEST FORM

You are permitted to take time off during your internship to travel as long as you get permission from your supervisor. It is customary to give at least one-week notice when requesting time off. Please note, many host properties do not permit travel during the J1 Program, please check with your host property as permission to travel should not be expected.

Please submit the completed Travel Request Form to your sponsor along with your DS-2019 for travel validation signature. Before traveling you must have your DS-2019 form signed by your sponsor as it will confirm you are in good standing with your sponsor.

Last Name:
First Name:
Host Property:
Travel Departure Date:
Date You Will Report Back to Host Property:

HOST PROPERTY APPROVAL:

Supervisor / Manager Name:	Title:
Signature:	Date:

