

Close Connections – Botswana Travel Form

To: obc@botsnet.bw

ATTN: OBC Travel Coordinator

Received _____
Processed _____
File Tab _____
Per Diem _____

Date _____

INDIVIDUAL TRAVELERS – NOT PART OF A GROUP

Traveler's Full Name _____

Address _____ Apartment/Suite _____

City _____ State _____ Zip or Country Code _____

Telephone Number _____ Cell Number _____

E-mail Address _____ Passport Number _____

Does Traveler have Health/Travel Insurance that will apply if injured in Botswana? Yes No

Traveler is advised that all expenses related to injury are her or his responsibility.

Date of Arrival in Gaborone, Botswana _____ Flight Number _____

Time of Arrival _____ Number Traveling with Group _____

Date of Departure from Gaborone, Botswana _____ Flight Number _____

Time of Departure _____ Number of Travelers Departing _____

Number of Hotel Rooms Required: () King () Double () Single

Special Requirements: () Handicapped () First Floor () Room with shower, no tub.

Check-in Date and Time _____ Check-out Date and Time _____

GROUP INFORMATION – TO BE COMPLETED BY GROUP LEADER:

Group Name, if part of a group _____

Group Host/Contact _____

Contact Information for Group Host _____

Date of Arrival in Gaborone, Botswana _____ Flight Number _____

Time of Arrival _____ Number Traveling with Group _____

Date of Departure from Gaborone, Botswana _____ Flight Number _____

Time of Departure _____ Number of Travelers _____

Number of Hotel Rooms Required _____ Single _____ Double _____ King _____ Handicap

Check-in Date and Time _____ Check-out Date and Time _____

Number of Special Requirements: () First Floor () Rooms with shower, no tub.

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ALL TRAVELERS:

Purpose of Visit:

- 1.
- 2.
- 3.
- 4.
- 5.

Special Request Options: Group travel only – unable to accommodate different options for members of same group

_____ Mokolodi Game Reserve with meal (\$40.00/person, not included in per diem)

_____ Restaurant or _____ Open Air Bar-b-Que (minimum 10 people)

_____ Afternoon Shopping

_____ Travel to Madikwe (about 1 hour into RSA – cost can be provided, but is not included in per diem)

_____ Travel to Chobe (requires flight – cost can be provided, but is not included in per diem)

Administrative Use Only

Airport pick-up arrangement _____ Airport drop-off arrangement _____

Per Diem \$ 35.00 Received _____

Per Diem includes: Transportation to and from airport, daily transportation, tips at hotel upon arrival and departure, honorariums for drivers, daily and lunch meals. The per diem for a group or individual traveler should arrive in Botswana by wire transfer at least fourteen days prior to arrival. This enables the church to purchase food items in bulk and arrange for transportation, when necessary. The rate is determined in part by the amount of travel required to transport the group.

Name of individual who is responsible for making payment: _____

E-mail _____ Phone: _____