



# SIR FORM 53

## Request for Approval of Branch Travel Event

Date \_\_\_\_\_

To: Executive Committee, Branch No. \_\_\_\_\_ .

Approval is requested for a Branch travel event as detailed below:

1. Name of event: \_\_\_\_\_
2. Date(s) of event: From \_\_\_\_\_ To \_\_\_\_\_
3. Destination (s): \_\_\_\_\_
4. Travel Agency \_\_\_\_\_ CST# \_\_\_\_\_
5. Price by accommodation category, charged by travel agency per person and SIR add on per person.

| <u>Type Accommodation</u> | <u>Cat.</u> | <u>Agency Price</u> | <u>SIR Add On - Price</u> | <u>Per Rule 369<br/>SIR Foreign<br/>Trip \$5.00<br/>Add On - Price</u> | <u>Total Per<br/>Person<br/>Price Per Cat.</u> |
|---------------------------|-------------|---------------------|---------------------------|--|--|
| _____                     | A           | \$ _____            | + \$ _____                | + \$ _____   | = \$ _____                                     |

6. If more than one accommodation category is utilized please fill out Form 53, Page 2.  
Page 2 filled out? Yes \_\_\_\_\_ No \_\_\_\_\_

7. Number of meals included: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

8. Type(s) of transportation: \_\_\_\_\_

9. Attractions included: \_\_\_\_\_

10. Travel Agency comp policy (Rule 370): \_\_\_\_\_

11. Designated Member (Rule 407): \_\_\_\_\_

12. Group Leader(s) (Rule 407.a): \_\_\_\_\_

Signed: \_\_\_\_\_

Branch Travel Chairman / Designated Member

- Note:
- a. Approval of travel event must appear in Branch minutes (Rule 405).
  - b. Dates are approximate; prices may be subject to minor adjustments; see brochure when available.
  - c. Mystery Trips need not name the destination.
  - d. This Form 53 shall be filed as an addendum to the Branch minutes.

SIR FORM 53 (Continued)  
Request for Approval of Branch Travel Event

Additional Accommodation Categories

| <u>Type Accommodation</u> | <u>Cat.</u> | <u>Agency Price</u> | + | <u>SIR Add On - Price</u> | + | <u>Per Rule 369<br/>SIR Foreign<br/>Trip \$5.00<br/>Add On - Price</u> | = | <u>Total Per Person<br/>Price Per Cat.</u> |
|---------------------------|-------------|---------------------|---|---------------------------|---|--|---|--|
| _____                     | A           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | B           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | C           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | D           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | E           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | F           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | G           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | H           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | I           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | J           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | K           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |
| _____                     | L           | \$ _____            | + | \$ _____                  | + | \$ _____   | = | \$ _____                                   |

Distribution: Copy within 7 days after approval to the Branch Secretary, Area Governor,  
Regional Director and Chairman State Travel Committee