

## To OGE: Notification of Travel Plan

To: OGE

Fr:

Date:

Please kindly note that I/ we will be travelling out of town during the period specified. Should there is any contingency, please contact me/us by the telephone number(s)/ email address(es) provided below.

Name & Student ID	Home Institution	Destination & Duration	Departure Date/Flight Schedule	Return Date/Flight Schedule	Hotel/ Hotel Contact no	Your contact no. which can locate you	Your Email	Next of Kin & Contact No	Hostel Info & Name of Roommate
E.g. Paul Smith (1211xxxx)	Carroll University	Malaysia (5 days in total)	CX1123 1500 6 Dec 2009	CX 1124 0900 10 Dec 2009	Holiday Inn (60)3-xxxx xxxx	9876 5432	psmith@hotmail.com	Mary Smith (Mother) Tel: xxxx xx	Hostel A, Rm 321 Robert Chan

\* You may enter information of your group in this form, just feel free to add additional rows.