

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

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