



## Travel Request Form

### Before Traveling, Follow These Steps:

At least three weeks before any trip outside the US, email [Angel@aj1.us](mailto:Angel@aj1.us) the following items:

- Copy of your passport
- Visa
- Travel Request Form (Signed by Human Resources)
- DS 2019
- DO NOT book travel until you have received written approval from your host property and AHA.

American Journey "AJ1" will confirm you have a valid multi-entry visa, allowing you to re-enter the USA. AJ1 will sign and return your DS-2019 by email. AJ1's signature confirms you are in good standing and continues to be sponsored by AJ1. You will need to present this document to the U.S. Customs Official upon your return to the U.S.

|                                             |
|---------------------------------------------|
| Last Name (Please Print):                   |
| First Name (Please Print):                  |
| Host Property:                              |
| Travel Departure Date:                      |
| Date You Will Report Back to Host Property: |

### Host Property Approval:

|                                 |        |
|---------------------------------|--------|
| Human Resources (Please Print): | Title: |
| Signature:                      | Date:  |