



**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>Procedure 13 SIR Foreign Trip \$27.00 Add On - Price</u>	<u>Total Per Person 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 \_\_\_\_\_

11. Designated Member \_\_\_\_\_

12. Group Leader(s) \_\_\_\_\_

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.  
Policy 13 and Procedure 13

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 SIR Foreign Trip \$27.00 Add On - Price</u>	=	<u>Total Per Person 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  
and email to [Form53Recipient@sirinc.org](mailto:Form53Recipient@sirinc.org)