



Dedicated to enriching the lives of our members
through fun activities, luncheons and events while making
Friends for Life

Memorandum

To: All SIR Branch Travel Chairs
From: Milt Smith SIR State Travel Chair
RE: Procedures for booking a SIR Branch trip.
Date: January 27, 2026

Each Branch is its own non-profit corporation and travel forms listed on the SIR website are part of the corporation's make up. It is mandatory for compliance reasons that these forms be properly filled out and submitted in a timely fashion. Failure to comply or incomplete forms will be sent to the appropriate Branch Travel Chair for proper compliance.

Follow these procedures:

Use the fillable forms on the SIR State website. <https://sirinc.org/forms/>

Step 1. Meet with your SIR approved travel agent, once a trip or event is decided on fill out **form 53** and submit it to your BEC committee for approval.

Step 2. Once approved by your BEC, **form 50** is to be signed by the travel agent and the Branch Travel Chair. Page one is to include date or dates of the event, price and name of the event. There can be no changes or additional information. This is a contract between the SIR Branch and the approved travel agent.

Step 3. Send these forms to the State Travel Chair (STC,) include a brochure of the event so a proper description can be placed in the various publications.

Important: For foreign travel a **\$27 per person insurance fee** needs to be paid, this can be part of the cost from the travel agent then the travel agent pays the Branch Chair Treasurer who then pays the State SIR Treasurer, or the group leader can collect the money from the individuals and follow the same procedure. This must be done before the trip.

Step 4. Upon completion of your event **form 52** is to be completed. If your event is a foreign trip **form 51** must be completed and within seven days of your event along with **Form 59 which is a check list:** As you complete sections listed date and initial the boxes to the right. If your event is cancelled follow the instructions stated in section 5 form 59. These forms