**Grant Travel**

Your district or global grant may include funds for domestic or international air travel. Grant applications involving travel should be submitted 90 days prior to the travel dates to allow adequate time for processing. Once your grant has been approved, you can make travel arrangements. You may not use grant funds to reimburse costs that were incurred before your grant was approved. You are expected to read and adhere to the travel policies set forth in the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](https://my.rotary.org/en/document/terms-and-conditions-rotary-foundation-district-grants-and-global-grants).

**Making your travel arrangements**

Rotary grant-funded travelers are responsible for making their own travel arrangements. You can work with Rotary International Travel Service (RITS), if you wish.

Check our [travel ban list](https://my.rotary.org/en/document/travel-ban-list) to confirm that travel to your intended destination is permitted.

**Rotary International Travel Service**

If you choose to make travel arrangements through RITS, you will work with their partner [Key Travel](https://www.keytravel.com/us/). Key Travel has a network of offices throughout the world and is the industry expert in providing travel for the non-profit and humanitarian communities. Complex travel itineraries are their specialty. Their staff provides the detailed responses you need to make decisions on travel combined with an exceptional level of expertise and service. Additionally, they offer creative solutions to help stretch your travel budget and assist with risk management for the safety of their travelers through [Amadeus Mobile Messenger](https://www.keytravel.com/us/products-and-services/traveler-security/amadeus-mobile-messenger/).

If you would like to work with Key Travel, complete the [Rotary grants travel form online](https://www.raptimtravel.com/Forms/TravelRequestForm/50370). You can expect a response from Key Travel within 24 hours.

Key Travel charges a service fee on all travel transactions (approximately US$29); this fee is eligible to be covered by your approved grant funds. Remember to include this fee in your grant budget.

When booking your grant-funded travel, you may include personal travel that precedes or follows your grant activities. You will pay for any additional expenses, including:

* Optional stops that are different from your approved travel dates and route
* Changes you make to personal travel arrangements

**Grant travel insurance notice**

Rotary grant-funded travelers are responsible for purchasing their own travel insurance. Grant-related travel insurance is eligible to be covered by your approved grant funds. Review our [coverage recommendations](https://my.rotary.org/en/grant-travel-insurance). Cultural Insurance Services International (CISI) has a travel insurance policy that provides the recommended coverages. Information is available on [CISI's website](http://www.culturalinsurance.com/rotary-international/).