

Final Superintendent/CEO approval is required at least two (2) months prior to the commencement of the trip.

School: \_\_\_\_\_

Request made by: \_\_\_\_\_

Attached to this request will be a report indicating the following:

- o Destination/itinerary, date of departure and date of return.
- o Particular course, school sport or arts group this trip is associated with.
- o Financial information ±A detailed report indicating the cost of the trip per student, broken