# Form 2 – Trip Leader’s Checklist – Day Trip (Policy 4000-5-11)

## Trip Details

This form must be completed appropriately and submitted with Form 1 – International Travel Description & Approval – when seeking approval for international group travel.

|  |  |
| --- | --- |
| Trip: |  |
| Travel Period: |  |

### Approvals

|  |  |  |
| --- | --- | --- |
| Item | Approval Requested | Approval Obtained |
| Approval for the financial commitment of the college and individual students |  |  |
| Final travel approval |  |  |

### Documentation

|  |  |  |
| --- | --- | --- |
| Item | Planned | Completed |
| Travel itinerary – including all travel arrangements, details, and residences with contact info – has been confirmed and provided to the college |  |  |
| List of all travellers has been provided to the college |  |  |
| All travellers have signed their travel agreements and these have been provided to the college |  |  |

All of the above requirements have been met and are fully documented.

Trip Leader Name:

Signature:

Date: