The University of Winnipeg Collegiate **FIELD TRIP PROPOSAL** (within Manitoba)

This Field Trip is used to plan educational field trips inside the Province. It is to be completed by the teacher in charge, and reviewed and approved by the Dean. Proposal Forms must be submitted for approval one week in advance of the departure date.

TEACHER IN CHARGE: ______

DESTINATION: DATE OF TRIP:	Departure Time:	Retu	rn Time:	
GRADE LEVEL:	# OF STUDENTS:			
Purpose of trip:				

COSTS Estimated total cost of trip per parent/student:	School \$	Student \$					
Transportation cost per student, if applicable: Lodging cost per student, if applicable: Program cost per student, if applicable:	School \$ School \$ School \$	Student \$ Student \$ Student \$					
Accommodation for overnight stay (billeting, school, hotel, other):							

TEACHER IN CHARGE		
	signature	date
DEAN		
	signature	date

FINANCIAL TRACKER

for teacher's use while collecting funds from students; please submit this form to the Office, together with funds collected.

Student Name	Amount due	Amount paid	Date paid	Date \$\$ given to the Office