Trip Form

This form must be completed for any activity deemed as ‘an away activity’, and should be handed to the Vice-President, Activities or sent via email to suactivities@winchester.ac.uk. No trip is confirmed until you receive notification from the Union. **The trip form must be completed 24 hours in advance of a day trip and 4 weeks in advance of an overnight stay and 4 weeks in advance of a ‘tour’.**

|  |  |
| --- | --- |
| **Sport/Society/Depart.** |  |
| **Name of activity lead contact**  |  |
| **Lead contact number** |  |
| **Lead contact email address**  |  |
| **Destination** |  |
| **Contact at destination** (e.g. contact details of venue) |  |
| **Reason for activity** |  |
| **Brief description of the activity** |  |
| **Mode of transport if applicable** (if more than one, please complete a separate form) |  |
| **Name of driver if applicable** (please list passengers below) |  |
| **Expected no. of participants** |  |
| **Date & Time of departure** |  |
| **Date & Time of return** |  |
| **Name of First Aider** |  |
|  |  |

\*Delete as applicable

|  |  |
| --- | --- |
| Passenger full name (print) | Student/Staff\*\* delete as appropriate |
| 1. |  | Student/Union Staff/Uni Staff |
| 2. |  | Student/Union Staff/Uni Staff |
| 3. |  | Student/Union Staff/Uni Staff |
| 4. |  | Student/Union Staff/Uni Staff |
| 5. |  | Student/Union Staff/Uni Staff |
| 6. |  | Student/Union Staff/Uni Staff |
| 7. |  | Student/Union Staff/Uni Staff |
| 8. |  | Student/Union Staff/Uni Staff |
| 9. |  | Student/Union Staff/Uni Staff |
| 10. |  | Student/Union Staff/Uni Staff |
| 11. |  | Student/Union Staff/Uni Staff |
| 12\* |  | Student/Union Staff/Uni Staff |
| 13\* |  | Student/Union Staff/Uni Staff |
| 14. |  | Student/Union Staff/Uni Staff |
| 15. |  | Student/Union Staff/Uni Staff |
| 16. |  | Student/Union Staff/Uni Staff |
| 17. |  | Student/Union Staff/Uni Staff |
| 18. |  | Student/Union Staff/Uni Staff |
| 19. |  | Student/Union Staff/Uni Staff |
| 20. |  | Student/Union Staff/Uni Staff |
| 21. |  | Student/Union Staff/Uni Staff |
| 22. |  | Student/Union Staff/Uni Staff |

\*\* Travel is normally restricted to University of Winchester Staff & Student only.

|  |  |
| --- | --- |
|  | Ford Transit Minibus, passenger capacity |
| **\*** | Peugeot minibus with seats removed for luggage, passenger capacity |
|  | Peugeot minibus, passenger capacity |

Trip is authorised by

