



INTERNATIONAL VISIT APPROVAL FORM EX D10

For trips abroad, Heads must seek authorisation at an early stage in the planning process from the Director of Education and Leisure Services.

1 Establishment _____ Head's Name _____
Leader's Name _____ FAX Number _____
Activity or journey to _____
Proposed dates _____ Estimated Number of Pupils _____

2 Proposed details of trip:
a Method(s) of Travel _____
b Type of Accommodation _____
c Proposed Activity _____

3 Financial information (no request will be approved without this)
I have attached estimated income and expenditure budgets **Yes**
Name of person dealing with Finances for this trip _____
Contact number _____ Best time to contact _____

4 Head's Approval of Proposed trip
Signed _____ Date _____
*Please write any additional relevant information on the reverse of this form.
Once complete, submit to the Department of Education & Recreation for Interim Approval.*

5 Interim Approval from Director of Education and Leisure Services for continuation of planning
Signed _____ Date _____
(Director of Education and leisure Services)
Notes for attention of Head _____

6 Interim Approval from Insurance Administrator, Finance & Housing for continuation of planning

Signed _____ Date _____
(Insurance Administrator)

Notes for attention of Head _____

7 Space for additional relevant information relating to the trip: