

TRAVEL DECLARATION
National and International Trips

Lead Teacher	_____
Group/Team/Class	_____
Travel Dates	_____
Travel Destination(s)	_____
Tour Company	_____

Did the tour company (listed above), provide complimentary or credited travel for the trip?

☐ **No** ☐ **Yes** (List details below)

Adult Supervisors (Position)	Type/Amount of Benefit	How was the benefit used?
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list other personal benefits accepted from the tour company, such as travel vouchers, travel reward points, upgrades, cash bonuses, gift certificates, electronics, etc.

Benefit: _____	Value: \$ _____
Benefit: _____	Value: \$ _____
Benefit: _____	Value: \$ _____

Additional Comments:

COST BREAKDOWN

	Students	Staff Supervisors	Volunteer Supervisors	Total # of Travellers
Number of Travellers	_____	_____	_____	_____
				Total Cost for Travel Group (Students & Adults)
Total Cost	\$ _____	\$ _____	\$ _____	\$ _____
Less Fundraising & Donations	\$ _____	\$ _____	\$ _____	\$ _____
Final Cost Paid by Travellers	\$ _____	\$ _____	\$ _____	\$ _____

I attest to the following:

- The above information was clearly communicated to the student/parent group on the following date: _____
- That the above is an accurate and complete summary of any complimentary, supplementary or monetary benefits that either the group or myself received to-date or will receive in the future, either directly or indirectly, from the tour company.

Lead Teacher Signature

Print Name

School

Date

Principal's Signature

Print Name

School

Date