



**Out of Province Within Canada or  
Continental USA Trip  
Request for Approval in Principle**

These trips require approval in principle by the Superintendent/CEO or designate a minimum of six (6) months prior to the commencement of the trip, except in exceptional circumstances determined by the Superintendent/CEO or designate.

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| <b>Requested by:</b><br><b>School:</b><br><b>Date:</b> |
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**Rationale for Trip (must be associated with a course, school sport, or the arts):**

**Destination:**

|                        |   |
|------------------------|---|
| <b>Date of Travel:</b> | <b>Name of Travel Agency (attach references if applicable):</b> |
|------------------------|---|

**Financial Information:** Please indicate the cost of the trip per student broken down to show the various expense areas. It should be noted how the funds will be procured.

**Principal Comments:**

**Principal Signature:** \_\_\_\_\_

**Superintendent/CEO:**      **Approved**                      **Not Approved**

**Superintendent/CEO Signature:** \_\_\_\_\_