Confirmed Trip Details

These details will be used along with the Proposed Trip Application to verify trip details to then build your trip brochure and student application in VIA. Please be as detailed with current/updated information as possible.
Please provide a short trip name that would be consistent on posters, VIA brochure, past similar trips, etc.

Trip Name: _____

Group/Department Sponsor: _____

Departure date: MM/DD/YYYY_____ **Return date:** MM/DD/YYYY_____

List all City/State/Country destinations: _____

Primary Leader: _____ **Email:** _____

Secondary Leader: _____ **Email:** _____

Updates to include in trip description: _____

_____

_____

Course #/Course title: _____
Students must take course to participate in trip: □ Yes □ No □ Not applicable

Onsite Organization: _____

Contact Person: _____

Contact Phone: _____ **Contact Email:** _____

Onsite Responsibilities: _____
(i.e. provides housing, meals, local transportation, on-site orientation, etc.)

Housing: □ Hotel □ Dorm □ Host homes □ Hostel □ Camp □ Other _____

Deadline to apply: MM/DD/YYY _____ **Deadline to pay deposit**: MM/DD/YYYY _____

Deadline for final commitment: MM/DD/YYYY _____

Deadline for final payment: MM/DD/YYYY _____

Advertised trip cost per person: $_____ **Deposit amount per person:** $_____

Is airfare included in trip cost? □ Not applicable □ Yes □ No - airfare estimate per person: $_____

Advertised cost includes: _____

Advertised cost does not include: _____

Other updated trip details: _____

_____

Student quote (if desired): _____

_____

□ **Photos provided** □ **Video link (if desired):** _____

Person completing form: _____ **Date:** _____