University of Management & Technology

Sialkot Campus

**Trip Request Form**

**Trip Title:** Recreational Trip: Study Tour: Field Trip:

Purposed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purposed Date/ Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purposed Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request submitted Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated Revenue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Number of Participants**

Total Participants: Faculty: Staff: Male Students: Female Students:

***Required Documents Check List***

1-Permission from Parents: 2- Destination Booking Details:

3- Driver & Vehicle Details: 4- Cash Details

5- Complete List of (Name, ID, Cell Number etc.): 6- Complete Details of Trip

***For Office Use***

**Coupons received from OTR**: Yes. No. **Serial # of Coupon**: \_\_\_\_\_\_\_\_\_\_\_\_ **Unit Price**: \_\_\_\_\_\_\_\_\_\_

Ref. #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved: Not Approved: Postponed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Convener EMC Director Campus**

**Rules:**

1. This Form must be submitted to OPA Department at least one month before the Trip.
2. Complete Details of Trip (Destination booking, Vehicle details, Driver details etc.)must be submitted to EMC.
3. All cash details (Sponsored amount, Tickets Sold etc.) must be submitted to OTR at the end of trip.
4. Attach all traveling details along with permission from parents on permission slip with this proposal.
5. For Study Trip approval from area coordinator is mandatory.
6. Rules for Trip and Tours (**17.1 Trips and Tours Participants handbook)**
* The maximum duration of the field trip would be half a day. Field trips requiring more time will be planned separately for boys and girls.
* At least two faculty members must accompany such a field trip.
* Combined girls and boys trips of any duration, for recreational purposes, are prohibited.

***Undertaking:* I read and understood policy guidelines mentioned in participants, Faculty and Staff handbook. My Trip doesn’t violate any policy of UMT. I will abide by the decision made by EMC and before their written approval I will not proceed or execute said event.**

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 **Signature**