

This Form relates to OHS Procedure – [Student Excursions](#)

School / Directorate / Centre:

Name of Staff Member in Charge:

Course: Group:

Aim of Excursion:

Destination:

Dates: From:/...../..... To:/...../.....

Names of Participating Staff Members:

.....

Number of Other Participants: (also provide list – see below)

Transport Details (University, private, public, etc.):

Special Equipment Required (e.g. first aid, communications, other):

.....

Special Requirements regarding Payments, Deposits, Advances:

.....

Costing Details

Transport	\$
Meals	\$
Accommodation	\$
Fees	\$
Other	\$
Total	\$

Approval Signature(s)

By signing below, you confirm that:

- all necessary precautions and requirements have been identified,
- all necessary equipment and resources are available, and
- you approve the conduct of the excursion

Supervisor of Staff Member in Charge: Date:/...../.....
(All Excursions)

Dean or Director: Date:/...../.....
(Overnight, Interstate and Overseas Excursions)

Attach: HIRAC Report (including emergency plan), List of Excursion Participants

Warning – Uncontrolled when printed! The current version of this document is kept on the University website.