

REQUEST FOR FINAL TRIP APPROVAL

Use this final form for trips lasting: **more than 1 week within the continental United States;**
or **3 or more nights outside the continental United States.**

SUBMIT AT LEAST 2 MONTHS BEFORE DATE OF TRIP TO YOUR MEMBERSHIP MANAGER.

REFER TO *Safety-Wise*® PAGES 49-51, 73, AND 92-93 FOR GUIDELINES IN TRIP PREPARATION.

Instructions: Complete and submit this form in duplicate to your Service Unit Manager for tentative approval. The form must then be mailed to your Membership Manager.

Additional insurance is required for trips of this length.

Date of Application: _____ Dates of Trip: _____ Time: PM AM

Troop Number: _____ Service Unit Number: _____

Leader's Name: _____ E-mail: _____

Day Phone: (_____) _____ Cell Phone: (_____) _____

Trip Destination: _____

Signed permission slips received from parents: Yes No

Please include the following with this final form:

Updated Detailed Itinerary Final Budget for Trip

We submitted the additional insurance form: Yes No

Please list any changes to the Intent to Travel Request:

Leader's Signature _____ Date _____

Approval granted by: Service Unit Manager Signature _____ Date _____

Approval granted by: Membership Director Signature _____ Date _____