

OSAP 200.15.1 ANNEX A - FIELD TRIPS, EXCURSIONS AND EDUCATIONAL TOURS EXPECTATIONS



**Department of National
Defence Schools Overseas**

**Purchase
Order**

**REQUEST FORM / PURCHASE ORDER FOR A
FIELD TRIP, EXCURSION AND/OR EDUCATIONAL TOUR**

The following number must appear on all related correspondence:

P.O. Number: / / / /
(ie School/day/month/year/time) (SHAPE/13/01/2002/1200)

**TO BE COMPLETED BY THE TEACHER → FOR THE PRINCIPAL'S RECOMMENDATION
→TO DGCB/DEM FOR APPROVAL**

Destination:	
Dates of activity:	
Time of departure from school:	Return:
Other supervisors:	
Participants: Grade (s):	Total # students:
Total # Canadian students:	Total # persons:
Method of travel:	
If by bus, bus to stay with group:	Yes: No:
	Bus Cost Estimate:
Type of accommodation:	
Estimated net cost per student:	Estimated Cost/Teacher: (Teacher to complete OSAP 600.03.1 annex A Travel and Claims)
Specific objectives:	

Approved by (Principal):

Date:

**APPROVAL DGCB/DEM
Funding approved**

Funding not approved

DGCB/DEM

Date

Recorded by DGCB/DEM 2 Initials

Date: