



SENIOR EXCURSION APPROVAL APPLICATION FORM OUT-OF MESQUITE EXCURSIONS

Location of this excursion: _____

Excursion description: _____
(name facilities/event _____
program) _____
(If available, attach proposed itinerary)

Name(s) of supervisor/driver: _____

Anticipated No. of participants involved: _____

Date(s): _____ to _____
Day Month Year Day Month Year

Estimated cost for entire group:

- Accommodation \$ _____
- Travel/Fuel \$ _____
- Driver cost(s) \$ _____
- Meals \$ _____
- Entrance fee/Tickets \$ _____
- Total:** \$ _____

Signature of Supervisor Date

Excursion Approved

Department Director Date

Excursion Not Approved

Department Director Date

Comments: _____

