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# **Tour/Trip Request Form**

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| **Last Name:** |       |
| **Forename(s)** |       |
| **Telephone Number:****E-mail:****Student Number:** |                 |

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| Event Details (If other please provide details) |
| **Country(s) that you will be going to?**      |
| **What activities will you be doing:**      |
| **Description: (please try and provide as much details as possible of what the activities are that you will participating in)**      |
|  |
| **Start time (HH:MM):**       **End time (HH:MM):**      **Start date (DD/MM/YYYY):** Click here to enter a date.**End date (DD/MM/YYYY):** Click here to enter a date. |

**Sponsor** - Member of staff responsible for the event and risk assessment. \***TO BE COMPLETED BY UNION\* STAFF**

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| **Last Name:** |       |
| **Forename(s)** |       |
| **Telephone Number:****E-mail:** |            |

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| **Please provide any additional information that we may need to know**      |

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| Number of people that will be going |
| Aston Students:      Non-Aston Students:       |
| **If the tour is organsited by an outside organisation – please provide detials** |
| YES [ ]  NO [ ] If YES then please give details:**Name of organisation:**      **Name of contact:**      **Email:**      **Telephone Number:**       |
| **If the tour is not being organised by an outside company please provide details of what method you will be using to organise the tour in regards to transportation, airline etc.?**      |
| When completed this form will need to be authorised: 1. *Student’s Union authorisation…..........................................................*
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