



Recreational Trip

Trip Details

Place(s) to visit	Date/Time of Departure	Date/Time of arrival in PAFIAST
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Club/Society Details

Name of the Class/Society/Club	Total registered students of the society/club/class	No of students going on the trip (Minimum requirement 25)
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Details of the Organizers

Name & Signature of the Coordinator	Name & Signature of the Class Rep/Secretary of Society/Club	Name & Signature of the Class Rep/President of Society/Club
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Availability of the Transport Required for the Trip

Type (30- or 50-seater) of vehicle	Driver's Name	Signature of the TT Supervisor
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Details of the Accompanying Faculty/Staff

S.#	Name of the Faculty/Staff	Department/Section	Signature
1			
2			

Checklist (write N/A in the space if not applicable)

S.#	Documents	Coordinator's initials	Advisor/HoD's remarks and signature (with date)
1	Student Details		
2	Parental Permission (for girl students only)		
3	Food/drinks arrangements (expenses to be borne by the students)		
4	Permission from places of visit		
5	Arrangement of stay, if needed		

Remarks of the Assistant Provost (signature)	Approval of the Director Establishment (signature)	Approval of Provost (signature)

NB. These trips may preferably be arranged as a day trip on weekend to avoid interruption of classes & other issues. This form must be submitted to the office of the Assistant Provost at least 10 working days before the date of the trip.