Outings/Trips to Recharge to Pupils

Business centre budgeting and charging form

Use this form to help you cost your outing/trip. If you do not know exact costs, please enter an estimate so that Accounts know who to expect invoices from for the various costs.

Attach this form to the first invoice you authorise for payment or Cheque Request Form you need regarding the outing/trip.

Outing/Trip to: _____

Date of Outing/Trip: _____

Outing/Trip Organiser: _____

Cost items:	**Provider:**	
Transport		£
Entrance Fees/tickets		£
Meals		£
Incidental Expenses		£
Other		£
All-inclusive trip		£
	Total Cost	£
	Number of pupils to be recharged	
	Cost per pupil	£

Pupils to be charged:

Full Name:	**Full Name:**	**Full Name:**