

If food and lodging arrangements are required, please give details:

If public transportation is used, how many buses? _____ Cost: \$_____

Name of carrier: _____

Has a purchase order been submitted? ___yes ___no

If state vehicles are to be used, has each driver completed defensive driving course? ___yes ___no

Have all participating adult students signed liability waiver forms?

 ___yes ___no

Are expenses to be paid by students? ___yes ___no

Per Diem requested for instructor? ___yes ___no