

<b>Academic Year</b>	/
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<b>School Name</b>	
<b>No. of graduates participating in the trip</b>	
<b>No. of accompanying teachers</b>	
<b>Names of the accompanying teachers</b>	
<b>Travel dates</b>	From _____ / _____ / _____ to _____ / _____ / _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Year (yyyy)</span> <span>Month (mm)</span> <span>Day (dd)</span> <span>Year (yyyy)</span> <span>Month (mm)</span> <span>Day (dd)</span> </div>
<b>Travel destination</b>	
<b>If schools apply for graduation trip subsidy from other institution(s) at the same time, please list the name of the institution(s) and the application amount</b>	
<b>Name and telephone number of the contact person</b>	
<b>Budgets</b>	Tour fee for students: MOP _____ per student; totally _____ students; total amount MOP _____  Tour fee for accompanying teachers: MOP _____ per teacher; totally _____ teachers; total amount MOP _____  Insurance fee for teachers: MOP _____ per teacher; totally _____ teachers; total amount MOP _____  Total budget amount: MOP _____
<b>Remarks</b>	

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

Year (yyyy)
Month (mm)
Day (dd)

\_\_\_\_\_  
 Signature of person in charge of school and school seal

Note: The list of students, student insurance application form, detailed itinerary and information of travel expenses must be submitted together with this form.