**NCETP_circle_logo_girl_1200ppi.tif********Transfer of Trip Custody Form – School to Tour Operator**

This form records the transfer of the ‘custody’ of a trip from a School to Tour Operator.

If a school is transferring multiple trips a separate form must to be completed for each trip (a trip may include multiple bookings at separate attractions).

Transfers can only be authorised by a school contact person associated with a trip in the Book Canberra Excursions (BCE) system or another appropriate school contact person.

The person transferring custody should email this form to [Support@bookcanberraexcursions.com.au](mailto:Support@bookcanberraexcursions.com.au).

The National Capital Educational Tourism Project will transfer custody within the BCE system and notify relevant attractions, school contacts and tour operators.

Please review booking confirmation information carefully.

I, (Name), on (date), authorise custody of the trip described below to be transferred from (Name of School), to (Name of Tour Operator).

|  |  |
| --- | --- |
| BCE Trip Number |  |
| Start Date | DD/MM/YYYY |
| Start Time |  |
| School Group |  |
| # Students |  |
| # Teachers |  |
| # Adults |  |
| Booking Status | (Approved or Confirmed) |
| Original School Contact Name |  |
| Original School Contact Details | email address and/or phone number |
| Tour Operator Company |  |
| Tour Operator Contact Details | email address and/or phone number |
| Notes |  |