**********Transfer of Trip Custody Form – Tour Operator to School**

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

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, another appropriate school contact person, or the tour operator company which initiated the booking on behalf of a school.

The person transferring custody should email this form to 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 Tour Operator), to (Name of School).

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