



Intent to Travel for a Short Trip

A short trip is 2 nights or less and/or 4 hours away or less (within New England or New York). This form is due 4 - 6 months prior to travel dates for domestic travel and one year prior to travel dates for international travel.

You will be notified of the status of your request within 10 business days of receipt of your request.

Today's Date: _____ Troop Number: _____ Community Number: _____

Leader Name: _____

Address: _____ City: _____ ST: _____ ZIP: _____

Day Phone: (____) _____ Alt. Phone: _____ Email: _____

Trip Destination: _____ Estimated Trip Dates: _____

Troop age level: _____ # Girls: _____ # Adults: _____

Finances:

Estimated Trip Cost	
Lodging	
Transportation	
Activities	
Food	
Insurance (.29 per person per day for domestic trips, \$1.17 per person per day for international trips)	
Emergency Fund	
Total Estimated Cost	
Amount Saved to Date	
Total Still needed for Trip	

Adult Chaperones (include all adults attending trip).

Name	Role (ie: Trip leader, Assistant, CPR/First Aid)

Submit the Checklist for Troops going on an Extended Trip form with this form.