



**APPLICATION FOR PERMISSION FOR EXCURSIONS/TRIPS  
(ORGANIZED BY THE STUDENTS/STUDENT SOCIETIES/UNIONS)**

**Important:**

*The duly filled application should be forwarded to the Deputy Vice-Chancellor through the Student Services Division for approval at least 07 days prior to the date of the event. The letter of approval will be issued by the Student Services Division.*

I.....of the ..... Society/ Union solicit your kind approval to proceed on this excursion/trip, details of which are given below for your perusal please.

01	Place of Visit			
02	Route of journey		Distance (Km)	
03	Route of return journey		Distance (km)	
04	Date of departure		Time of departure	
05	Anticipated time of reaching the destination			
06	Date and time of return to the University			
07	No.of Buses		Vehicle No's	
08	No. of Participants (Attach 02 copies of the detailed list)	Female		Male
09	Address & other particulars of lodging, if staying overnight			

**10. Details of the Applicant**

Name :		Department/ Faculty:	
Position:		Hall of residence:	
Registration No:		Mobile:	

By signing this, I take the responsibility of being responsible for this excursion/trip. Any changes in the plans of this excursion/ trip will be duly notified to the Deputy Vice-Chancellor. The organizers will take full responsibility for the discipline and safety of the students participating in this excursion/trip.

.....  
.....

**Date**

**Signature**



**11. Details of the Lecturer in charge of the excursion /trip**

The Lecturer in charge of the Excursion/Trip should be a permanent member attached to the University of Peradeniya)

<b>Name:</b>	
<b>Department/Faculty:</b>	
<b>Mobile No:</b>	

I hereby declare that I will accompany the group and take responsibility of the participants and the properties.

.....  
.....

**Date**

**Signature**

**12. Details of the lady lecturer in charge of the excursion /trip**

(The Lecturer should be a permanent member attached to the University of Peradeniya)

<b>Name:</b>	
<b>Department/Faculty:</b>	
<b>Mobile No:</b>	

I hereby declare that I will accompany the group and take the responsibility of the participants and the properties.

.....  
.....

**Date**

**Signature**

**13. If organized by a registered Students' Society/Union**

The above excursion/trip is recommended /not recommended as it is within the objectives of the Society/Union			
<b>Name:</b>			
<b>Department/Faculty:</b>			
<b>Telephone No:</b>			
<b>Signature of the Senior Treasurer</b>		<b>Date</b>	

**The above excursion/ trip is recommended and forwarded for approval.**  
*Obtain the recommendation based on the event*



**Recommendation of the Chief Marshal**

Recommendation is provided/ not provided for the above excursion / trip.

.....

**Date**

.....

**Chief Marshal**

**If a Faculty event**

**If University Common event**

.....

**Dean**

.....

**Proctor**

Date / .....

Date / .....

**Recommendation of the Student Services Division**

<b>Date:</b> .....	..... ..... <b>Senior Assistant Registrar / Assistant Registrar</b>
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**Approval of the Deputy Vice-Chancellor**

The above excursion / trip is approved

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**Date**

**Deputy Vice-Chancellor**