OXFORD UNIVERSITY WALKING **CLUB**

Participants Report Form

Week, Term and Year: **Dates:**

Leader(s): **Area Visited**:

Participants: The Club would like to keep a record of the trip participants so that there is an account of the walking experience of individuals for training courses. If there was a choice of walks then indicate in the last column which walk each person opted for, corresponding to the walks recorded on the Trip Report Form.

Name	College / Address	Driver?	Walk

Future Trip Leaders / TOs / Drivers: Please list those interested in becoming leaders, trip organisers or drivers. This is very important to help with recruitment and follow-up, thanks!

Record here all the trip expenses. Put the initials of the individual who incurred the expense in brackets beside each figure. In order to receive the expenses the Trip Leader should fill in a 'Payment Request Form' for each individual claiming expenses, then return them with this form and all receipts to the Trip and Safety Coordinator. Trip expenses will only be reimbursed once this procedure has been completed in full.

Finances:

Minibus hire	£
Minibus insurance	£
Accommodation (weekends)	£
Food (weekends)	£
Fuel	£
Others (state)	£
Total Expenditure	**£**_____

Total income £ _____

Profit / loss = £ _____

Please return completed form to the Trip and Safety Coordinator