

## ARRIVAL/DEPARTURE REPORT (Travel Plan)

(ON YOUR SCHOOL'S LETTER HEAD)

**Mandatory: To be filled in and sent to the organizing school on or before 20<sup>th</sup> August 2025.**

Name of the School : - \_\_\_\_\_

Phone Number(s) : - \_\_\_\_\_

Complete Postal Address : - \_\_\_\_\_

Email Address : - \_\_\_\_\_

Name of the Manager/ :- (i) \_\_\_\_\_ Mobile No. \_\_\_\_\_

Coach (ii) \_\_\_\_\_ Mobile No. \_\_\_\_\_

<b>Mode of Transport : - Train/Bus</b>	
Arrival in Gwalior	Train No. _____ Time _____
Departure Details	Train No. _____ Time _____
Number of participants	Girls: _____
Mobile No. of Manager/Coach	Female:- _____
Others (if any)	
<b>You will be staying at...Please tick</b>	School campus <input type="radio"/> Hotel <input type="radio"/>

**MEALS**

Date	Meals		
	Nos. Required		
	BREAKFAST	LUNCH	DINNER

School seal

Principal's Signature