

Appendix 10

Bus Hire Form Template

School Name

Teacher's Name : _____ Date : _____

Bus Firm: _____

Class / School Group: _____

Destination: _____

Purpose of the Trip: _____

Quoted Cost:

€

Amount to be paid:

By the School: € _____

By the Students: € _____

N.B. It is the policy of this school to pay for all bus hire by cheque drawn on the school bank account. Payment will only be made on foot of a proper invoice which can be reconciled with this Bus Hire Form.

Signed: _____
(Teacher)