

INTRO Trip Report

Please fill out this trip report for ALL trips (day and overnight), and send it in within two weeks of the trip. The report provides valuable trip statistics for both the INTRO Committee and the Boston Chapter. Complete this form even if the trip was cancelled. Thank you for taking the time to do this.

Date(s) of Trip:

Title:

Location:

Trip Type: Ski/Snowshoe Hiking Other
 Walk Trail Maintenance (describe here):
 Paddling Bicycle

Leaders:

Co-Leaders:

Number of participants on the trip: Male: Female: Total:

If the trip was cancelled,
record the reason here:

Describe any incidents
or accidents here:

Complete below for a weekend or overnight trip:

Name, Address, & Phone
of Lodging Facility:

List the meals included in costs for the trip:

Trip Finances	Detail Amounts	Total Amounts
Total Collected		
Expenses:		
Lodging		
Meals		
Other food		
INTRO trip fees		
Other costs (describe here):		
Total Expenses		
Difference (Collected – Expenses)		
Total Refunded		

Refunds must be made to participants if the total money collected for the trip exceeds the total expenses. If the surplus is less than \$5.00 per participant, the total surplus may instead be sent to the AMC INTRO committee with the required INTRO trip fees. Surplus funds may not be kept by the leader.

Receipts:

Attach copies of receipts with the trip report.

Trip fees:

The INTRO Committee charges a fee of \$3 per person for weekend or overnight trips. There is no fee for day trips. Make checks payable to: AMC INTRO Committee.

For weekend or overnight trips, send check, trip report, and copies of receipts to:
Heather Latady, 61 Pierce Avenue, Dorchester, MA 02122

For day trips, the trip report can be emailed to heather@eplevine.com.