Checklist for OnTrek – Transport

* Define all travellers (students and adults) and obtain consent for travel from parent / caregiver
* Organise dates and times for travel
* Work out best mode of transport
* Obtain quote for travel (if possible) or get approximate cost
* Send to Kia Morton for approval (<mailto:Kia.MORTON@qed.qld.gov.au>)
* Once approved, school can book travel
* Copies of invoices emailed to Kellie Beard (<mailto:kellie.beard@qed.qld.gov.au>) so that funds can be allocated through school SAPA payment