



Columbus Outdoor Pursuits Trip Report

Activity: _____ Leader: _____ Date: _____
 Location: _____
 EMS contact: _____ # _____
 Search & Rescue contact : _____ # _____
 Nearest medical facility & Location _____ # _____

Please fill out this form anytime you lead a trip to a place COP has not been recently or at all. Return this completed trip report with the liability release. It will end up with the Activity Leader for future trip leaders to use as a reference.

Safety Notes Record any safety concerns encountered on the trip, use an incident report for incidents.

References Used in Planning List important sources of information such as specific maps used, brochures and guide books used, previous trip reports and persons or organizations contacted; include phone numbers, email, websites and/or addresses.

Overnight Facilities Used List name, location (include directions if useful), reservation contacts, cost, description of facilities, would you use it again?

Additional Details, Evaluations, and Recommendations for Future Trips

Commonly Used Account Numbers

3 digit (IRS)	2 digit (COP)
400 Trip fees/Non	10 Bicycling
410 Rental fees & tax	41 Boating
420 Sales & tax	50 Hiking
430 services passed through: permits, put-on fees etc.	55 Backpacking
460 Contributions/donations	60 Climbing
	65 Caving
	70 Winter/Inline
	80 First Aid/Risk Management

One way to figure transportation costs

<u>Vehicle</u>	<u>Fuel cost</u>	<u>Tolls, etc.</u>	<u>\$ pd to driver</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total Cost	_____

Use vehicles as efficiently as possible
 Get fuel costs as soon after the halfway point as possible and double.
 Divide total transportation costs among the people who did not provide a car.
 The important issue is that all drivers and all riders are treated fairly and equitably.