

## TRIP REQUEST

Date of Request \_\_\_\_\_ Destination \_\_\_\_\_

Dept/School \_\_\_\_\_ Sponsor/Employee \_\_\_\_\_

Date of Trip \_\_\_\_\_ Group/Club \_\_\_\_\_

\_\_\_\_ School Bus \_\_\_\_ Mini Bus \_\_\_\_ School Van \_\_\_\_ Admin. Car \_\_\_\_ SUV \_\_\_\_ Truck  
**(NOTE: DRIVER OF MINI-BUS, VAN, CAR, OR SUV MUST BRING DRIVERS LICENSE TO TRANSPORTATION TO GET VEHICLE)**

# of vehicles needed \_\_\_\_\_ Expense of trip \_\_\_\_\_ **UIL Contest? Yes \_\_\_ No \_\_\_**

\*\*\*\*\*Is this Instructional \_\_\_\_\_ or Extra-Curricular \_\_\_\_\_\*\*\*\*\*

Number of students/employees to make trip: \_\_\_\_\_ Students \_\_\_\_\_ Employees

Date	Departure Time	From	To	Arrival Time	Return Time

It is imperative that you put Departure Time, Arrival Time and Return Time

Purpose of Trip: \_\_\_\_\_

Chaperones: **(If you are providing a Driver, list here)** \_\_\_\_\_

Receipt of parental permission forms before trip: Yes No

Number of class/duty days missed by students and/or staff \_\_\_\_\_

# of classes/duty days missed by students and staff since July 1 for extracurricular or staff development activities \_\_\_\_\_  
 (# of classes missed by each student may differ. Additional pages should be attached if more space is needed)

List future trips planned for this year \_\_\_\_\_

Requested by \_\_\_\_\_ Approved \_\_\_\_\_  
 Sponsor of Activity Date School Principal/Dir. Date

Approved by \_\_\_\_\_ Approved \_\_\_\_\_  
 Director of Transportation Date Superintendent Date

**TO RESERVE A DISTRICT VEHICLE THIS REQUEST MUST BE SUBMITTED TO TRANSPORTATION AT LEAST TWO WEEKS PRIOR TO DATE OF TRIP AND INCLUDE A PURCHASE ORDER # WHEN PRESENTED TO CHECK OUT THE DISTRICT VEHICLE**

**PO #** \_\_\_\_\_

**TRANSPORTATION USE:**

DATE RECEIVED \_\_\_\_\_ RECEIVED FROM: \_\_\_\_\_ SENT BACK: \_\_\_\_\_