

**CULVER CITY UNIFIED SCHOOL DISTRICT  
FIELD TRIP - BUS TRANSPORTATION REQUEST FORM**

21686

**INSTRUCTIONS:**


1. Requisitioner is requested to complete in full, Section I and forward all copies for approval per indications under Section II. Please note that field trips that are not listed in the field trip guide require approval by the Assistant Superintendent, Educational Services.
2. Upon completion of Section II, as appropriate, all copies should then be forwarded to the Director of M.O.T. for confirmation of the trip date.
3. Upon completion of procedures per #1 and #2 above, the confirmation copy (green copy) will be returned to the school.
4. Upon completion of the trip, the final cost data will be provided to the school for its records.

**NOTE: ALL TRANSPORTATION REQUESTS MUST BE RECEIVED IN THE M.O.T. OFFICE AT LEAST TWO WEEKS IN ADVANCE OF REQUESTED DATE.**

**SECTION I - TO BE COMPLETED BY REQUISITIONER**

REQUISITIONED BY: Lisa Schnauss (TEACHER) GRADE: 3 TODAY'S DATE: 9/21/23  
 SCHOOL: Linwood E. Howe DEPARTING FROM (school/location): front of school NAME OF PERSON(S) IN CHARGE: Lisa Schnauss  
 TRIP DATE: 3/19/24 DESTINATION (INCLUDE ADDRESS): Aquarium of the Pacific- 100 Aquarium Way Long Beach CA 10802  
 # OF STUDENTS: 91 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 9:00 AM PICK-UP TIME AT FIELD TRIP LOCATION: 1:00 PM ESTIMATED # OF MILES (ROUND TRIP): 30mi  
 OBJECTIVE OF FIELD TRIP: Apply the student's understanding of plant & animal adaptations and how they are impacted  
by the animal's habitat.  
 SPECIAL INSTRUCTIONS (IF ANY): \_\_\_\_\_

**SECTION II - APPROVAL**

APPROVED BY:  (SITE ADMINISTRATOR)  
 BUDGET NUMBER(S) TO BE CHARGED: 01.0-9/400.0-11100-10000-5316-2020.000  
 PAGE NUMBER IN FIELD TRIP GUIDE: \_\_\_\_\_ ASSISTANT SUPERINTENDENT'S SIGNATURE (REQUIRED IF LOCATION IS NOT LISTED IN FIELD TRIP GUIDE) \_\_\_\_\_

**SECTION III - TO BE COMPLETED BY THE OFFICE OF M.O.T.**

ASSIGNED TO: \_\_\_\_\_ BUS #: \_\_\_\_\_  
 ENDING ODOMETER READING: \_\_\_\_\_  
 STARTING ODOMETER READING: \_\_\_\_\_  
 TOTAL MILES TRAVELED: \_\_\_\_\_

**SECTION IV - TO BE COMPLETED BY THE OFFICE OF M.O.T.**

ESTIMATED MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (EST. COST)  
 ACTUAL MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (ACTUAL COST)  
 ACCOUNT(S) TO BE CHARGED: \_\_\_\_\_ ACCOUNT AMOUNT CHARGED  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_