

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

21689

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: Greg Holmer (TEACHER) GRADE: 5th TODAY'S DATE: 10/20/13
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: 5th Grade Teachers
 TRIP DATE: 2/27/24 DESTINATION (INCLUDE ADDRESS): The Music Center-135 N. Grand Ave LA 90012
 # OF STUDENTS: 93 TOTAL # OF PASSENGERS: 104 DEPARTURE TIME: 8:45 PICK-UP TIME AT FIELD TRIP LOCATION: 11:15 ESTIMATED # OF MILES (ROUND TRIP): 50
 OBJECTIVE OF FIELD TRIP: In correlation with performing arts standards

SPECIAL INSTRUCTIONS (IF ANY): 2 pages

SECTION II - APPROVAL

APPROVED BY: _____ (SITE ADMINISTRATOR)
 BUDGET NUMBER(S) TO BE CHARGED: 01-0-91400-0-11100-10000-5816-2020000
 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: PROFF BUS #: _____
 ENDING ODOMETER READING: _____
 STARTING ODOMETER READING: _____
 TOTAL MILES TRAVELED: _____
 ESTIMATED MILES: 111 X \$ _____ = \$ _____ (EST. COST)
 ACTUAL MILES: _____ X \$ _____ = \$ _____ (ACTUAL COST)
 ACCOUNT(S) TO BE CHARGED: _____ ACCOUNT AMOUNT CHARGED
 \$ _____
 \$ _____
 \$ _____
 \$ _____

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