

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

21683

**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 Holman (TEACHER) GRADE: 5 TODAY'S DATE: 9/13/23  
 SCHOOL: Linwood E. Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: 5th grade teachers  
 TRIP DATE: 5/31/24 DESTINATION (INCLUDE ADDRESS): Griffith Observatory, 2800 E. Observatory Rd., LA 90027  
 #OF STUDENTS: 93 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 7:45 AM PICK-UP TIME AT FIELD TRIP LOCATION: 12:00 ESTIMATED # OF MILES (ROUND TRIP): 34  
 OBJECTIVE OF FIELD TRIP: 5th Grade Science Curriculum

SPECIAL INSTRUCTIONS (IF ANY): Please pick up from Griffith Observatory and take to the park for lunch. Pick up at the park at 1:30pm to return to Lin Howe. Thank you  
7200 N. Vermont LA 90027

**SECTION II - APPROVAL**

APPROVED BY: [Signature] (SITE ADMINISTRATOR)  
 BUDGET NUMBER(S) TO BE CHARGED: 01.0-91400.0-11100-10000-5816-202000  
 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: \_\_\_\_\_  
 ESTIMATED MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (EST. COST)  
 ACTUAL MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (ACTUAL COST)  
 ACCOUNT(S) TO BE CHARGED: \_\_\_\_\_ ACCOUNT AMOUNT CHARGED  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_