

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

21691

**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: 12.13.23  
 SCHOOL: Livewood Howe DEPARTING FROM (school/location): front of Livewood NAME OF PERSON(S) IN CHARGE: 5th br. Teachers  
 TRIP DATE: 1.17.24 DESTINATION (INCLUDE ADDRESS): The Wallis - 9390 N. Santa Monica Blvd Beverly Hills 90210  
 # OF STUDENTS: 93 TOTAL # OF PASSENGERS: 103 DEPARTURE TIME: 9:30 AM PICK-UP TIME AT FIELD TRIP LOCATION: 11:30 AM ESTIMATED # OF MILES (ROUND TRIP): \_\_\_\_\_  
 OBJECTIVE OF FIELD TRIP: in correlation with performing arts standards

SPECIAL INSTRUCTIONS (IF ANY): \_\_\_\_\_

**SECTION II - APPROVAL**

APPROVED BY: [Signature] (SITE ADMINISTRATOR) BUDGET NUMBER(S) TO BE CHARGED: 01.0 - 91400.0 - 1100 - 1000 - 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: \_\_\_\_\_ 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  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_