

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

21678

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: Robin Murrin (TEACHER) GRADE: 1 TODAY'S DATE: 2/8/23
 SCHOOL: Linnwood E. Howe Elem DEPARTING FROM (school/location): Front of Linnwood Howe NAME OF PERSON(S) IN CHARGE: Robin Murrin
 TRIP DATE: May 31, 2023 DESTINATION (INCLUDE ADDRESS): Aquarium of the Pacific, 100 Aquarium Way Long Beach CA 90802
 # OF STUDENTS: 90 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 9:00 PICK-UP TIME AT FIELD TRIP LOCATION: 1:00 ESTIMATED # OF MILES (ROUND TRIP): 30mi
 OBJECTIVE OF FIELD TRIP: To apply the students understanding of plant and animal adaptations and how they are impacted by the animals habitat
 SPECIAL INSTRUCTIONS (IF ANY): _____

SECTION II - APPROVAL

APPROVED BY: [Signature] (SITE ADMINISTRATOR)
 BUDGET NUMBER(S) TO BE CHARGED: 01.0-91400.0-11100-10000-5810-2020000
 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: _____
 ESTIMATED MILES: _____ X \$ _____ = \$ _____ (EST. COST)
 ACTUAL MILES: _____ X \$ _____ = \$ _____ (ACTUAL COST)
 ACCOUNT(S) TO BE CHARGED: _____ ACCOUNT AMOUNT CHARGED
 \$ _____
 \$ _____
 \$ _____
 \$ _____