

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

21679

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: 3rd TODAY'S DATE: 3/15/23
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: Schnauss, Feeney, Rothans, Glass
 TRIP DATE: 4/26/23 DESTINATION (INCLUDE ADDRESS): Kenneth Hahn 4100 South La Cienega 90056 man
 #OF STUDENTS: 92 TOTAL # OF PASSENGERS: 97 DEPARTURE TIME: 9am PICK-UP TIME AT FIELD TRIP LOCATION: 12pm ESTIMATED # OF MILES (ROUND TRIP): 5
 OBJECTIVE OF FIELD TRIP: Trout Release: 3rd Grade Science Standards

SPECIAL INSTRUCTIONS (IF ANY): _____

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: _____ 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
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____