

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

21697

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: Jacqueline Clinton (TEACHER) GRADE: 2 TODAY'S DATE: 3/10/24
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): Front of School NAME OF PERSON(S) IN CHARGE: Jakki Clinton
 TRIP DATE: 5/21/24 DESTINATION (INCLUDE ADDRESS): Natural History Museum 900 Exposition Blvd, Los Angeles 90007
 #OF STUDENTS: 92 TOTAL # OF PASSENGERS: 113 DEPARTURE TIME: 9:00am PICK-UP TIME AT FIELD TRIP LOCATION: 1:30 ESTIMATED # OF MILES (ROUND TRIP): 14
 OBJECTIVE OF FIELD TRIP: 2.LS.4 Biological Evolution 2.1 Students will differentiate between events that happened yesterday

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
 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: _____ (EST. COST) = \$ _____
 STARTING ODOMETER READING: _____ (ACTUAL COST) = \$ _____
 TOTAL MILES TRAVELED: _____ ACCOUNT TO BE CHARGED: _____ AMOUNT CHARGED \$ _____

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

ESTIMATED MILES: _____ X \$ _____ = \$ _____
 ACTUAL MILES: _____ X \$ _____ = \$ _____
 ACCOUNT(S) TO BE CHARGED: _____ AMOUNT CHARGED \$ _____