

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

21698

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: Christina Chun (TEACHER) DEPARTING FROM (school/location): Front of School NAME OF PERSON(S) IN CHARGE: Christina Chun
 SCHOOL: Linwood Howe TRIP DATE: 6/4/24 DESTINATION (INCLUDE ADDRESS): CA Science Center 700 Exposition Park Dr. LA 90037
 #OF STUDENTS: 92 TOTAL # OF PASSENGERS: 113 DEPARTURE TIME: 9:30am PICK-UP TIME AT FIELD TRIP LOCATION: 1:30pm ESTIMATED # OF MILES (ROUND TRIP): 14
 OBJECTIVE OF FIELD TRIP: 2.LS4-1 Students will observe plants and animals to compare the diversity of life in different habitats

SPECIAL INSTRUCTIONS (IF ANY): _____

SECTION II - APPROVAL

APPROVED BY:  (SVE ADMINISTRATOR)
 PAGE NUMBER IN FIELD TRIP GUIDE: _____
 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
 \$ _____
 \$ _____
 \$ _____
 \$ _____