

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

21710

**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: Casey Chabola (TEACHER) GRADE: 5th TODAY'S DATE: 2/12/25  
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): 6900 Airport Blvd. Sacramento CA 95837 NAME OF PERSON(S) IN CHARGE: Casey Chabola  
 TRIP DATE: 5/29/25 DESTINATION (INCLUDE ADDRESS): CA State Capitol Museum-1315 10th St. Sacramento, CA 95814  
 # OF STUDENTS: 78 TOTAL # OF PASSENGERS: 88 DEPARTURE TIME: 11:00am PICK-UP TIME AT FIELD TRIP LOCATION: 4:00pm ESTIMATED # OF MILES (ROUND TRIP): \_\_\_\_\_  
 OBJECTIVE OF FIELD TRIP: In Correlation with Social Studies Standards

SPECIAL INSTRUCTIONS (IF ANY): From Sacramento International Airport to California State Capitol Museum and back to the Airport

**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: \_\_\_\_\_  
 ESTIMATED MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (EST. COST)  
 ACTUAL MILES: \_\_\_\_\_ X \$ \_\_\_\_\_ = \$ \_\_\_\_\_ (ACTUAL COST)  
 ACCOUNT(S) TO BE CHARGED: \_\_\_\_\_ ACCOUNT AMOUNT CHARGED  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

**M.O.T. OFFICE COPY (FINAL COPY TO FILE)**