

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

**217113**

**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.

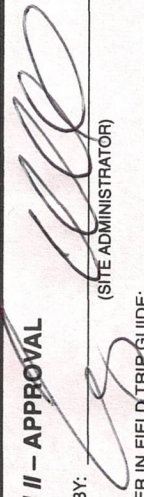
**NOTE: ALL TRANSPORTATION REQUESTS MUST BE RECEIVED IN THE M.O.T. OFFICE AT LEAST TWO WEEKS IN ADVANCE OF REQUESTED DATE.**

**SECTION I - TO BE COMPLETED BY REQUISITIONER**

REQUISITIONED BY: Greg Holman (TEACHER) GRADE: 5 TODAY'S DATE: 2/24/25  
 SCHOOL: Linwood Howe DEPARTING FROM (school/location): Front of Lin Howe NAME OF PERSON(S) IN CHARGE: 5th HG  
 TRIP DATE: 3/18/25 DESTINATION (INCLUDE ADDRESS): 24th St. Theatre 1117 West 24th St Los Angeles CA 90007  
 #OF STUDENTS: 93 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 9:15 am PICK-UP TIME AT FIELD TRIP LOCATION: 11:30 ESTIMATED # OF MILES (ROUND TRIP): 14  
 OBJECTIVE OF FIELD TRIP: In correlation with performing arts 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  
 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: \_\_\_\_\_  
 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  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

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