

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

21722

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: Daniella Liber (TEACHER) GRADE: (SDC) 5 TODAY'S DATE: 5.21.25

SCHOOL: Lipwood Howe DEPARTING FROM (school/location): Back of Linthouse NAME OF PERSON(S) IN CHARGE: Daniella Liber

TRIP DATE: 6.6.25 DESTINATION (INCLUDE ADDRESS): Veteran's memorial Park - 4117 Overland Ave. Culver City, CA 90230

OF STUDENTS: 3 TOTAL # OF PASSENGERS: 7 DEPARTURE TIME: 9:00 am PICK-UP TIME AT FIELD TRIP LOCATION: 2:10 ESTIMATED # OF MILES (ROUND TRIP): 2

OBJECTIVE OF FIELD TRIP: 5th Grade Field Day

SPECIAL INSTRUCTIONS (IF ANY): Special Education students, ms Liber and 3 aides

SECTION II - APPROVAL

APPROVED BY: [Signature] (SITE ADMINISTRATOR)

PAGE NUMBER IN FIELD TRIP GUIDE: _____

BUDGET NUMBER(S) TO BE CHARGED: 01-0-65000.0-11100-1000-5816-2020000

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

\$ _____
\$ _____
\$ _____
\$ _____

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