

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

20932

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: Stephanie Flores (TEACHER) GRADE: 5 TODAY'S DATE: 9.3.26
SCHOOL: Linwood Howell DEPARTING FROM (school/location): front of Linwood NAME OF PERSON(S) IN CHARGE: 5th br teachers
TRIP DATE: 5/7/27 DESTINATION (INCLUDE ADDRESS): Griffith Observatory - 2800 E. Observatory Rd. LA 90027
OF STUDENTS: 91 TOTAL # OF PASSENGERS: 100 DEPARTURE TIME: 8:00 AM PICK-UP TIME AT FIELD TRIP LOCATION: 12:00 PM ESTIMATED # OF MILES (ROUND TRIP): 40
OBJECTIVE OF FIELD TRIP: 5th Grade Science Curriculum

SPECIAL INSTRUCTIONS (IF ANY):

SECTION II - APPROVAL

APPROVED BY: [Signature] (SITE ADMINISTRATOR)
BUDGET NUMBER(S) TO BE CHARGED: 010-96156.0 - 160001000 - 571220 20007
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
\$ _____
\$ _____
\$ _____
\$ _____