

# TRAVEL REQUEST FORM

*This form must be submitted no later than 3 WEEKS IN ADVANCE of the trip date to the field trip coordinator at your school.*

Type of trip: ATHLETIC  Sport? \_\_\_\_\_

FIELD TRIP  Educational Objective: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Trip leave time: \_\_\_\_\_  am  pm

(Please specify the **absolute latest** time that your trip can leave in order to allow drivers to complete afternoon routes)

Trip return date: \_\_\_\_\_ Trip return time: \_\_\_\_\_  am  pm

Overnight or out of state? Yes  No

Out of County? Yes  No

Your school or department? \_\_\_\_\_ Grade Level \_\_\_\_\_

Main Destination (location and address): \_\_\_\_\_

\_\_\_\_\_

Teacher/Advisor/Coach Name – Phone – Email:

Number of: Male Adults \_\_\_\_\_ Male Students \_\_\_\_\_ Female Adults \_\_\_\_\_ Female Students \_\_\_\_\_

Drop off only?  Pickup only?

Type of vehicle needed: Bus  Van  Number of vehicles needed: \_\_\_\_\_

Cargo boxes requested

Special Needs Bus?  Lift?  Harness?

Away during lunch? Yes  No  Bagged lunches needed? Yes  No

Any special instructions? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Teacher/Advisor/Coach

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Date

Administrator Approval \_\_\_\_\_ Purchase order attached \_\_\_\_\_

***Driver pay is \$21.51 per hour - Mileage rate is \$2.75 per mile***