



MT. WHITNEY HIGH SCHOOL TRANSPORTATION REQUEST

INSTRUCTIONS:

1. Please provide all information requested. Make a copy of the MWHS Transportation Request for your records. Forward original to your principal or site administrator.
2. A completed Transfer Voucher must be submitted to the Athletic Director for the amount totaling = (Round-trip mileage X the Current mileage reimbursement rate). See Finance Clerk for Transfer Voucher.
3. Attach a copy of Map Quest that shows the mileage from Mt. Whitney High School to your Destination.

CLUB:	ADVISOR:	PHONE:
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TYPE OF VEHICLE REQUESTED:

☐ Van☐ Suburban

Driver Name:	CA Dr. License #:	# Vehicles Required:
Number of Students:	Number of Chaperones:	Total Passengers:
Departure Location:		Destination:
Departure Date:		Departure Time:
Return Date:		Return Time:
Person Responsible for Group During Trip:		

Transportation Fee Calculation:

Total Miles _____ X Mileage Reimbursement Rate \$ _____ = Total Transportation Fee \$ _____
(rate filled in by office-current VUSD reimbursement rate applies)

☐ Map Quest printout attached☐ Transfer Voucher attached

Special Instructions:

Principal/Site Administrator

Date