



GULFPORT SCHOOL DISTRICT TRANSPORTATION REQUISITION FOR TRAVEL



DATE: _____

1. Name of School: _____
2. Name of Class, Club or Organization: _____
3. *Destination: _____
4. Purpose of Trip: _____
5. **Date trip is to be taken: _____
6. Departure Time: _____ Date: _____ Return Time: _____ Date: _____
7. Type of Transportation Needed: Bus, Personal Vehicles, Rental _____
 First Student: _____ GSD Bus # or Car #: _____
8. Driver Needed: Yes _____ No _____ If no, who will drive? _____
9. Number of Students: _____ Number of Vehicles: _____
10. Sack Lunches Needed: Yes _____ No _____ Number Needed: _____ (copy to school cafeteria)
11. List Adult Chaperones (one per 30 students) _____
12. Location of pick-up on campus: _____
13. How is trip to be financed? (*circle one*) Activity Instructional Other
14. List account and account number to be charged and person responsible for account: _____

Signature	Date	District Approval	Date
Estimated Charge		Purchase Order Number	
Principal / Director		Date	
CTE Director		Date	
Chief Operations Officer		Date	
Superintendent		Date	

15. Approval to Travel:

*All out-of-state travel requests must be approved, in advance, by the Board of Trustees. The Board meets the first and third Monday of each month. Requests not received one WEEK prior to the Board meeting will NOT be placed on the agenda.

**Request for travel, not requiring Board of Trustees approval, must be approved by the Building Principal and the Chief Operations Officer. Request for travel must be in the office of the Chief Operations Officer no later than the Thursday prior to the week of the trip.

***Attach supplemental Private Vehicle Form if using personal vehicles.