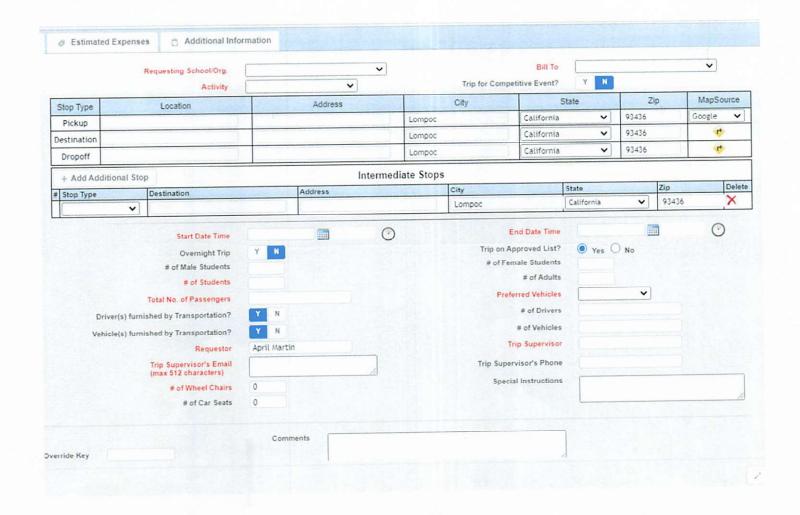
Trip Request

| Requesting School: Activity: | BUDGET: |
|---------------------------------|----------------------------------|
| Pick Up Location & Address: | |
| Destination Location & Address: | |
| | |
| Dropoff Location & Address: | |
| Start Date & Time: | End Date & Time: |
| Number of Students: | Preferred Vehicles: |
| Total Number of Passengers: | Bus Van Truck |
| # of Wheelchairs: | Expedition Personal Vehicle Walk |
| Trip Supervisor: Email: | |

^{**}Any Special instructions or notes must be attached to the request**



- Need destination
- Date with start and end time
- Main point of contact with phone number and email
- Number of chaperones (district expects 15:1 for chaperones)
- Number of students attending
- How is it being paid (budget)
 - -- If we need to invoice and be reimbursed from an entity, such as a museum trip, please provide all contact information
- What type of vehicle are you requesting (van, school bus, personal vehicle, charter bus, walking)
 - -- If using personal vehicle, then need Driver License number and insurance carrier
- If overnight, all chaperones need to be fingerprinted through Classified HR
- If there are any special directions, please let it be known so these can be added in comments right away