TRIP TRANSPORTATION REQUEST

Any Unit 1 staff member who will be going on **any trips** (being absent on a work day, require a substitute, incur expenses or going a field trip) must complete this form. Submit it to your principal, director or supervisor ***at least 1 week before*** the meeting, conference, event, field trip, etc. If approved a copy of this form will be returned to you. ***Anyone not obtaining approval will be responsible for any expenses incurred.***

Sponsor(s) Name(s): _____

Group/Class: _____ No. of Students: _____

Destination: _____ Date of Trip: _____

Event Start Time: _____ Departure Time: _____ Return Time: _____

Transportation: ☐ School Bus ☐ Van ☐ Other: _____

Brief Description of Trip: _____

_____

All sponsors must submit a trip transportation request form at least ***one week*** in advance of a planned trip. ***Failure to do so could result in cancellation of the trip due to lack of transportation.***

Please list all sponsors and students who are going on the trip. If necessary you may use the back of the form for additional names.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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☐ Approved ☐ Denied

Principal: _____ Date: _____

☐ Approved ☐ Denied

Superintendent: _____ Date: _____

Funded By: ☐ District ☐ Grant ☐ Other: _____