



SUBMIT IN TRIPLICATE TWO WEEKS PRIOR TO THE

Date: _____

*Teacher: _____

School: _____

Vehicle Requested (Check)

Number Needed

Grade(s): _____

a. Bus

No. of Students: _____

b. Car

No. of Teachers: _____

c. Commercial

No. of Parents: _____

d. Truck

Total No. of Passengers: _____

e. Van

Cost Per Child \$: _____

Departure Time: _____

Date: _____

Return Time: _____

Date: _____

Trip Destination: _____

Purpose of Trip: _____

Driver Information:

1. Name of driver(s): _____, or

2. Please arrange for a driver at \$10.00 per hour. Payment will be made from _____ funds.

ALL FIELD TRIPS: The principal must have on file written permission form from each Parent/Guardian prior to leaving school.

Approved: _____ NOT Approved _____

Principal's Signature: _____

Date: _____

Approved: _____ NOT Approved _____

Superintendent's Signature: _____

Date: _____

After appropriate approvals received, the teacher/sponsor is responsible for completing the bottom portion and certify trip time.

Payment Voucher

Destination: _____

Date: _____

Actual Time Out: _____

Odometer Reading: _____

Actual Time Returning: _____

Odometer Reading: _____

Total Time: _____

Total Mileage: _____

Driver Signature: _____

Teacher's Signature: _____

This portion of this form must be returned to the school principal for processing payment.

***Teachers are responsible for returning this form to the building Principal; subsequently, the principal is responsible for returning this form to the School Board Office after payment has been made to the driver.**

(revised FSBO #10 04/2010)

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