

Overnight Board Mtg.

COALINGA-HURON UNIFIED SCHOOL DISTRICT  
FIELD TRIP & TRANSPORTATION REQUEST FORM

- THIS FORM MUST BE SUBMITTED NO LESS THAN TEN (10) WORKING DAYS PRIOR TO THE DATE OF THE TRIP
- OVERNIGHT TRIPS MUST BE BOARD APPROVED PRIOR TO THE DATE OF THE TRIP
- YOUR ITINERARY MUST BE SUBMITTED WITH THIS FORM
- THE FINANCIAL IMPACT MUST BE LISTED (All Expenses, Including Transportation and Lodging)

1. School Site: Ag farm Date: 12/7/17

2. Name of Teacher/Advisor: Glenn Sailors

3. Names of Chaperones: Glenn Sailors (driver), Quintessa Guzman (Ag Teacher)  
Frontier High School Bakersfield, Misty Carmona (driver)

4. Number of Students Participating: 10

5. School Group/Club: CHS FFA

6. Funding/Account Number: Perkins / Ag Incentive Financial Impact: \$6,144.20

7. Destination: Anaheim, CA

8. Approximate Mileage (one-way): 229 (#1.38/mi)

9. Lodging Information: Hampton Inn 11747 Harbor Blvd. Garden Grove, CA 92840

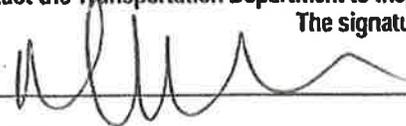
10. Date of Trip: 4/21/18 - 4/25/18 Departure Time: 5:00 AM Return Time: 10:30 PM

11. Purpose of Trip: State FFA Leadership Conference

12. Type of Vehicle Requested:  School Bus  District Car  Ag Van District Van  Charter Bus  
Ag Truck

Please note: This request does not guarantee availability of a vehicle. If a Charter Bus is being rented, it is your responsibility to contact the Transportation Department to inspect the charter bus prior to your departure.

The signatures required for trip approval are listed below.

1. Principal:  Date: 1/24/18

2. Dir./Coord. of Program: \_\_\_\_\_ Date: \_\_\_\_\_

3. Assoc. Supt. of Inst. Services (if categorical) \_\_\_\_\_ Date: \_\_\_\_\_

4. Director of Fiscal Services \_\_\_\_\_ Date: \_\_\_\_\_

5. Asst. Supt. of Business Services \_\_\_\_\_ Date: \_\_\_\_\_

6. Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

Date of Board Approval (if overnight trip): \_\_\_\_\_

Trip Approved:  Yes  No Date: \_\_\_\_\_

DO NOT WRITE BELOW - FOR TRANSPORTATION/DISTRICT OFFICE USE ONLY

Credit Card Issued \_\_\_\_\_ Vehicle Number \_\_\_\_\_

Name of Driver \_\_\_\_\_ Mileage Out \_\_\_\_\_ Mileage In \_\_\_\_\_

Total Miles Traveled \_\_\_\_\_ x \$ \_\_\_\_\_ /Miles = \$ \_\_\_\_\_