

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: [Signature] 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 = \$ _____