File: IJOA-E1

BURLINGTON SCHOOL DISTRICT RE-6J

TRANSPORTATION REQUEST FIELD TRIP and EXCURISIONS REQUEST

Name of Organization/Event			_
Date of Request		Date of Trip	
Destination		Purpose of Trip	
Departure Time		Return Time	-
Number to be Transported			
Special Arrangements: (Stude	ents to be excused,	etc.)	_
Expenses: Meals	Lodging	Other	_
Do you need a substitute?		If so, when:	_
I shall notify the Superintend students are being transported outlined above.	ent as soon as praced and to assume ful ather, it is the response	hool trip that causes deviation from this stical. I agree to assist the bus driver in nell responsibility for their conduct during consibility of the driver of any school vehicety conditions.	naintaining order while the school activity
Sponsor in Charge		Transportation Dire	- ector
		Assigned Vehicle #:	
Travel and Expenses Approv	ed:	·1	_
Other Sponsor(s):			_
Driver(s):			_
	Superintender	nt's Approval:	
Number of miles to be traveled	ed:		
THIS REQUEST <u>WILL NOT</u> BE	SIGNED FOR APP	ROVAL UNTIL THE ABOVE MILEAGE IS F	FILLED IN.
Adoption Date: August 13, 19			

Revision Date: April 17, 2006