



DELANO JOINT UNION HIGH SCHOOL DISTRICT

SPECIAL TRIP REQUEST

Business Office must verify funds
before the Superintendent will approve.

RECEIVED

HAND CARRY ALL URGENT REQUESTS

(If trip is less than 10 days from date of filing)

19/229

SEP 05 2018

Dept./Program: Delano High School Athletics Filing Date: 8/30/2018

Name: Delano High School Cross Country Destination: Norco, Ca

please include city

Event/Purpose: Delano High School Cross-Country Meet

Budget No.: 01-0000-0-5710.38-1110-1000-002-00-115-1470 Estimated Cost: \$190

Please list all costs including registration fees, tickets, etc. Use multiple lines if necessary. Attach Purchase Orders and/or Requisitions.

Desired time of Departure is 6:00 AM on 15-Sep-18

Time

Date

BT ✓
T3000

Estimated time of Return is 5:00 PM on 15-Sep-18

Time

Date

Transportation for 16 persons requested via: School Bus ☐ Van ☒ Charter Bus ☐

Personal Vehicle ☐ Truck ☐ District Car ☐

Chaperons: Jerry Angkahan, Cynthia Segura

Requested by: Jerry Angkahan Approved by: Albino Duran

Teacher in Charge

Department Chair

Approved by: Approved by:

Principal

Superintendent

Further Remarks: Funds? Yes No

DRIVER'S REPORT

Driver
Vehicle #
Day Date
Remarks:

Odometer Reading:
Return
Leaving
Miles traveled
Time of departure
Time of return
Total time of trip
Hours overtime

TRANSPORTATION CHARGE

MILES TRAVELED	COST PER MILE	TOTAL		BUS DRIVER HOURS	COST PER HOUR	TOTAL	GRAND TOTAL
	\$	\$	Regular		\$	\$	\$
			Overtime		\$	\$	\$

Signed Transportation Manager Driver

The Trip Is Not Approved Until You Receive A Copy Signed By the Superintendent

Any travel over 150 miles one way and ALL student overnight trips require Board approval and must be submitted SIX (6) WEEKS in advance.

DELANO JOINT UNION HIGH SCHOOL

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Albino Duran— Assistant Principal

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August 30, 2018

The Delano High School Athletic Department is seeking approval for the Delano High School Cross Country team to travel to Norco, Ca. on Saturday, September 15, to compete in the Woodbridge Cross Country Classic. Chaperoning, and driving the 2 vans, will be Coach Jerry Angkahan, and Coach Cynthia Segura. Departure time will be 6:00 am and expected return time will be 5:00 pm. There will be 15 Cross Country athletes traveling in the 2 vans.

Submitted by Albino Duran, August 30 2018

