

# 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)

Dept./Program: Robert F. Kennedy Cross Country Filing Date: 8/31/2018

Name: Valeria Rodarte Destination: Rose bowl, Pasadena

Event/Purpose: Cross Country @ Cool Breeze (Pasadena)

Budget No.: 01-0000-0-5710.38-1110-1000-008-00-115 -1470 Estimated Cost: \$230.00

ASB PO for Entry Fee

Desired time of Departure is TBA on Friday, September 7, 2018  
Time Date

Estimated time of Return is TBA on Friday, September 7, 2018  
Time Date

Transportation for 18 persons requested via: Auto ☐ School Bus ☐ Van ☒ Charter Bus ☐  
Truck ☐ Yukon ☐

Chaperons: Isarel Perez, Neomi Perez

Requested by: Isarel Perez Approved by: Valeria Rodarte  
Teacher in Charge Department Chair

Approved by: [Signature] Approved by: [Signature]  
Principal Superintendent

Further Remarks: 2 Vans, 174 miles Funds? Yes ☒ No ☐

### DRIVER'S REPORT

Driver \_\_\_\_\_ Odometer Reading: \_\_\_\_\_  
Vehicle # \_\_\_\_\_ Return \_\_\_\_\_  
Day \_\_\_\_\_ Date \_\_\_\_\_ Leaving \_\_\_\_\_  
Remarks: \_\_\_\_\_ 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.