

DATE: _____

| Central Office Routing | |
|------------------------|-------|
| Office | _____ |
| School | _____ |
| Transportation | _____ |

PITTSYLVANIA COUNTY SCHOOLS OVERNIGHT TRIP TRAVEL REQUEST

Form must be submitted on green paper to the Assistant Superintendent for Instruction at least two (2) weeks prior to regular scheduled monthly School Board meeting. Early submissions highly recommended.

SCHOOL _____ Number of Chaperones Involved _____
 ACTIVITY _____ Location of Activity _____
 Date(s) of Activity _____ Number of Students Involved _____
 Purpose _____
 Organization _____ Sponsor(s) _____
 Classroom Substitute Required _____ Number _____ Days _____

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TRANSPORTATION

Point of Departure _____ Time of Departure _____ Time of Return _____

Mode of Transportation: Private _____ Charter Bus _____ No. of School Buses Needed * _____

***REQUEST FOR USE OF SCHOOL BUS FORM ON BACK MUST BE COMPLETED**

Bus # _____ Driver _____ Odometer Reading: Departure _____ Return _____

Bus # _____ Driver _____ Odometer Reading: Departure _____ Return _____

Bus # _____ Driver _____ Odometer Reading: Departure _____ Return _____

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EXPENSES (Must include estimated cost of expenses.)

Food _____ Lodging _____ Gas _____ Mileage _____ Driver(s) _____

Admission/Registration _____ Other (use back if necessary) _____

Type of Field Trip: Co-Curricular/Enrichment VHSL/Competitions Curriculum/Program Requirement
(Attach explanation)

Expenses to be paid by: Individual(s) _____ Organization _____ School _____
 School Board _____ Gifted Program _____ Other _____

Request submitted by: _____ School _____ Date _____

Activity: Approved _____ Disapproved _____ BY _____
 PRINCIPAL OR DESIGNEE

Bus Request: Approved _____ Disapproved _____ BY _____
 SUPERINTENDENT OR DESIGNEE

Activity: Approved _____ Disapproved _____ BY _____
 SUPERINTENDENT OR DESIGNEE

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This form must be submitted to the office of the division superintendent at least two weeks prior to the School Board meeting date immediately preceding the date of the overnight field trip. The school must comply with the following for each trip listed above:

- a. Odometer reading before departure
- b. Odometer reading upon return
- c. Upon return from trip, this approved copy must be returned to the division superintendent's office with mileage properly completed.

PITTSYLVANIA COUNTY SCHOOLS
**REQUEST OF SCHOOL BUS USE FOR
 OVERNIGHT FIELD TRIP**

School _____ Date _____

Purpose of trip _____

Group or Organization _____

Sponsor (s) _____

Point of Departure _____



| Date of trip | Alternate dates | Destination | Odometer reading | | Total miles | Time of departure | Time of return | Routes to travel |
|--------------|-----------------|-------------|------------------|--------|-------------|-------------------|----------------|------------------|
| | | | Departure | Return | | | | |
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Bus No. _____ Driver _____

Bus No. _____ Driver _____

Bus No. _____ Driver _____

Bus No. _____ Driver _____

After mileage is recorded, please return this form to the Director of Pupil Transportation no later than ten days after date of trip.