

**BENAVIDES INDEPENDENT SCHOOL DISTRICT
TRIP REQUISITION**

TRIP REQUISITIONS MUST BE SUBMITTED FOR APPROVAL AT LEAST 72 HOURS IN ADVANCE. A COPY OF THIS REQUISITION MUST BE SENT TO FOOD SERVICE IF BREAKFAST/LUNCH WILL BE MISSED.

BUDGET CODE: _____

SCHOOL ORGANIZATION/CAMPUS: _____

DESTINATION: _____

DEPARTURE DATE: _____ RETURN DATE: _____

DEPARTURE TIME: _____ RETURN TIME: _____

NUMBER OF EMPLOYEES/STUDENTS ATTENDING: _____

ATHLETIC DIRECTOR _____ DATE _____

BUSINESS MANAGER _____ DATE _____

PRINCIPAL/CURRICULUM DIRECTOR _____ DATE _____

TO BE FILLED OUT BY TRANSPORTATION DEPARTMENT:

VEHICLE # _____ DRIVER: _____

HAS TRAVEL REQUEST FORM BEEN SUBMITTED? _____

PRE-TRIP INSPECTION COMPLETED BY: _____

POST-TRIP INSPECTION COMPLETED BY: _____

INSPECTION FINDINGS: _____

TO BE FILLED OUT BY DRIVER. MUST BE COMPLETED, SIGNED, AND LEFT IN VEHICLE AFTER TRIP.

BUS/VEHICLE # _____ TOTAL MILES: _____

ODOM.-BEGINNING _____ ODOM. ENDING _____

REPORT ANY DAMAGE TO TRANSPORTATION DEPARTMENT IMMEDIATELY.

DRIVER'S SIGNATURE _____