MADERA UNIFIED SCHOOL DISTRICT
FIELD TRIP REQUEST FORM

TRIP NUMBER

SCHOOL/CUSTOMER:

DEPARTURE DATE:

ADULTS:

REQUESTOR E-MAIL:

RETURN DATE:

STUDENTS:

CONTACT:

DEPART TIME:

WHEEL CHAIRS:

DESTINATION:

ARRIVAL TIME: Optional

EST. TIME: Optional

DESTINATION ADDRESS:

LEAVE TIME: Optional

EST. MILES: Optional

FUND SOURCE:

RETURN TIME:(Time back@ your site) **PURPOSE:**

FUNDING NUMBER:

_____ - _____ - _____ - _____ - _____ - _____ - _____ - _____
Fund Resource School Goal Function Obj Dept Year

EDUCATIONAL JUSTIFICATION:

Will sack lunches be needed? _____ If yes, obtain, complete and return a "field trip sack lunch request" form to lunch clerk at your school site at least 10 days prior to the field trip. If the driver needs to pick up lunches, please enter that information in the "customer special instructions".

CUSTOMER SPECIAL INSTRUCTIONS:
Enter the following information here: Do you need lunches picked up, if so, where? Do you need a wheel chair bus? Is this a request for a charter bus? Is this a request for a rental vehicle? Do you have a special pick up location? Do you have any rest stops scheduled? You can either type your itinerary here or fax it to our office at (559) 673-5845, it must be submitted at the time of this request. Anything else you need us to know regarding your trip.

DESTINATION SPECIAL INSTRUCTIONS:

FOR TRANSPORTATION USE ONLY

TRIP COMMENTS:
Can be used the same way as the "customer special instructions".

REQUESTOR'S SIGNATURE: _____ **DATE:** _____

SITE ADMINISTRATOR: _____ **DATE:** _____

EDUCATIONAL SERVICES: _____ **DATE:** _____

DISTRIBUTION: WHITE: SITE OFFICE   YELLOW: ORIGINATOR   PINK: BUSINESS OFFICE & ED SERVICES

This form will be used to submit field trip request online via Webtrips to the Transportation Department by your office staff or program coordinator. All field trips must be entered into Webtrips 2 weeks prior to the departure date.

Form I-5 revised 03/03/06 my