



Maintenance & Operations

Field Trip, Transportation, Special Travel Request

Date of Request: _____

Curricular Field Trip Extra - Curricular Field Trip Out of State Trip

Students will miss other classes: Yes No (Attach List of Names)

Destination: _____ City: _____

Name of overnight Accommodations: _____ City: _____

Date of Departure: _____ Time: _____ A.M. P.M.

Date of Return: _____ Time: _____ A.M. P.M.

Place of Departure: _____ Parking Lot: _____

Type of Transportation Requested

Bus (25) Bus (49) Bus (56)

Rentals or Charter: _____ Number of Vehicles: _____

Number of Students: _____ (Attach List of Names) Number of Faculty/Staff/Approved Volunteers: _____ (Attach List of Names)

Instructor in Charge: _____ Telephone Number/Extension: _____

Budget(s) to be Charged

Account Number is required for processing

*KFS Account Number: _____ *Required Field *KFS Object Code: _____ *Required Field

Comment/Special Instructions: _____

Required Signatures

All signatures are required for processing

In accordance with **Board Procedure 6401**, I certify that **ALL** student participants are enrolled in course _____ and/or are members of _____ campus organization.

Faculty/Club Advisor Signature: _____ Date: _____

Division Dean/Director of Student Activities: _____ Date: _____

Assistant Superintendent/Vice President of Student Services or Assistant Superintendent/Vice President of Instruction & Planning:

_____ Date: _____

Please complete and submit form to your Division Dean or Advisor, then to the Assistant Superintendent/Vice President of your area, for approval. If your trip is approved, please forward the signed form to the Maintenance & Operations office via campus mail.

Requests must be submitted two (2) weeks prior to the desired date of travel.

If you have any questions or concerns, please call the Maintenance Office at ext. 5063.