

TRANSPORTATION APPROVAL FORM

This form is used for **prior approval** for field trips and co-curricular trips. Only administration will have contact with Bragdon Busing regarding trips.

Employee making request: _____

Purpose of the trip: _____

Date and location of trip: _____

Time of departure: _____ Time of return: _____

Trip Type:

___ Field Trip

___ NEOC/MOEP Trip

___ Math Team Trip

___ Other, please explain _____

Will there be reimbursement for the cost of transportation through another organization? ___ Yes ___ No

If yes, **please provide the full contact name, address, and telephone number** for billing purposes:

Approval:

Building Assistant Principal Date

Superintendent Date

Office Use:

Bragdon's Bus, Inc contacted: _____ Cost of Bus & Hourly Wage: _____

Date billed: _____ Date payment received: _____

Copy of trip bill attached: _____ Acct # _____