



Bus Request Form

Please submit electronically to your supervisor.

Date Needed: _____ Number of Riders: _____

Destination: _____

Purpose: _____

Chaperone: _____

Time Event Begins: _____

Departure time from Burbank: _____

Arrive at Burbank approximately:
(from event) _____

Requested By: _____

Budget Code or PO # _____

Approved By: _____

Principal/Director

**Please remit 10 days
prior to this event.
Mileage cost \$1.22/mi.
Driver cost \$24.00/Hr.**

Estimated Time: _____

Name	Date	Time

For Office Use only:

<i>Driver</i>				
<i>Actual Time: Pre</i>				
<i>Actual Time: Trip</i>				
<i>Clean/up</i>				
<i>Mileage</i>				