



Luling ISD SUBURBAN Request Application

Transportation Received Date _____

Please complete the following application and return it to your campus secretary for trainings/ workshops/ field trips/Non-Athletic events or UIL Athletic Team events. Request(s) need to be turned into the transportation department. Once your event application has been reviewed and processed, the transportation department will contact your campus secretary.

Suburban request must be submitted prior to the date of the event. If the event is a field trip, you must submit three weeks prior to event. This does not apply to trainings or workshops.

Prior approval for all travel shall be obtained before any expenses are incurred.

Date of Application _____ Name of Person Completing Application _____

Email _____ Phone Number _____ Campus _____

Type of Event: _____ Name of Organization _____ Grade Level Participants: _____
(Example Field Trip/Workshop) (Example Athletics/UIL Academics/Campus)

****TO BE ELIGIBLE TO RIDE LULING ISD SUBURBAN****
ALL NON-DISTRICT EMPLOYEES SHOULD HAVE SUBMITTED A VOLUNTEER APPLICATION TO CENTRAL OFFICE 3 DAYS PRIOR TO SCHEDULED EVENT

Number Students _____ Number Teachers _____ Number Chaperones _____**
Example: Students 6 Teachers 1 Chaperones 1

List all Teachers/Chaperones going: _____

Date of Event: _____ Pick up time: _____ Return time: _____
(Maintenance dept.)

If Field Trip, Purpose of Field Trip: _____

Name of Destination _____

Event Address _____
Street City, State Zip

Principal's Signature: _____ Date: _____ Trans. Dept. Approval _____

Budget code: _____ or Activity Acct. _____