



**BENSALEM TOWNSHIP SCHOOL DISTRICT
SCHOOL BUS TRIP REQUISITION REPORT: 2018 - 2019**

Trip Originator:	Trip Date: (Day/Date)
Students or Group: (i.e. grade level, team, or group)	Size: (Total # of passengers)
List of Chaperones (if required):	
Approved: ___ Yes ___ No Principal Signature/Date _____ / _____	

***ESTIMATED TRIP COST:**

- Please note that the costs listed below are an ESTIMATE only and that the actual cost of the trip may be higher.

Budget Code to be Charged: _____

Contact Information for Trip Charges:

_____ Check here if requesting a van only, no driver

_____ Check here if the bus is to remain at the event

ESTIMATE: To be filled out by trip originator.					
_____ # of Buses					
	x	\$ 45.58		x	Hours
		Miles		x	\$ 1.00/mile
		Tolls			=
		Total			=

Leave From:	Time:	Trip To (Address)	Return To:	Time of Return Departure:	Intended Time of Return To Origination Point:

TRANSPORTATION DEPARTMENT SECTION

(CONFIRMATION/TRIP APPROVAL)

Driver's Report of Actual Trip	Bus Number:	Transportation Coordinator:
Mileage:	Time:	Driver(s) Assigned:
Finish:	Finish	
Start:	Start:	
Total:	Total:	

(ACCOUNTING DEPT FOR BILLING)

ACTUAL: Transportation					
# of Buses					
	x	\$ 45.58		x	Hrs
		Miles		x	\$ 1.00 /mi
		Tolls			=
		Total			=

- Note 1: Double Time (DT) rate (based on straight time) will be charged on Sundays and Holidays.
- Note 2: Subject to cancellation due to unforeseen circumstances, which may include weather, trip participation, etc.
- Note 3: Trips being cancelled by the originator must be submitted in writing 24 working hours prior to start of trip.
- Note 4: Trip Mileage Originates from trip origination on school days and on non-school days from Transportation Division.

Copies required 1 Transportation 2 Approved to Principal/Administrator 3 Final Charge to Business 4 Final to Principal/Administrator