

Aberdeen School District No. 58
DISTRICT VEHICLE TRAVEL REQUEST

Please Note:

- Students may not drive unless the activity is Driver Education
- The car must be left clean
- The mileage log must be completed
- If a credit card is used, please return the card **AND THE RECEIPT(S)** with the keys
- Return car to bus barn. If gate is locked, park car beside fence. Do not block gate.**

The Transportation Supervisor will assign the vehicle best suited to your needs.

Date of Request: _____

Purpose of Trip: _____

Destination: _____

Person Requesting Vehicle: _____

Numbers of Persons in Group: _____

Departure Date: _____ Time: _____

Returning Date: _____ Time: _____

Billing Budget: _____
(If this is NOT filled in the District Office will bill at their discretion)

Principal Approval: _____

Superintendent Approval: _____ (if needed)

This portion to be filled out by transportation director:

Beginning Mileage: _____

Ending Mileage: _____

Total Miles: _____ @ 45 cents = \$ _____

TSF Fund: 100-419300 \$.10/mile \$ _____

Gas/Oil Fund: 100-683481-501 \$.35/mile \$ _____

(GoldenRod)

Budget: _____