

Request For Travel At School Expense – Junction ISD



Name _____ Campus _____

Number of students involved _____

JISD Employees Involved:

Non-School Chaperones Involved:

Total Number Involved Including Bus Driver _____

Place of Departure _____

Time of Departure _____ Arrival Home Time _____

Workshop/seminar/athletic event _____

Location of Event _____

Date Bus/Car **Needed:** Month _____ Day _____ Year _____

If meals and/or entry fees are needed, you must submit a request for check.

Teacher/Coach Signature _____ Date _____

Approved _____ Principal Date _____

Approved _____ Superintendent Date _____

If you would like to request a specific bus and driver please indicate so below. This does not mean the request will be fulfilled but considered when assignment is made.

If requesting a specific bus indicate so here _____

If requesting a specific bus driver indicate who here _____

Administration Office Use:

Bus # assigned _____ School car assigned _____

Bus driver _____

Confirmation to: **Bus Barn** _____