



Gonzales Independent School District

Field Trip Request / School Vehicle Request Form

School Sponsored

Club Sponsored (Club Pays Costs)

PO Number: _____

Organization/Club: _____ Campus: _____

Sponsor: _____ Phone #: _____

Where Business Office Should Send Invoice: _____

Destination (city): _____ Date of Travel: _____

Departure Date & Time: _____ Return Date & Time: _____

Purpose of Trip: _____

Bus Requested: Yes No How Many: _____ # of Adults: _____

of Miles per Bus _____ x # of Busses _____ x \$_____/mile* = \$_____

Bus Driver Salary: _____ hrs x \$_____/hr* x _____ drivers = \$_____

School Car Requested (Model/Unit #): _____

of Miles _____ x \$_____/mile* = \$_____

Note: When calculating mileage, count the miles to your destination and back home.

Student Meals**: \$_____

Substitute Needed: Yes No # of Days _____ x \$_____/day*** = \$_____

(Continued on back)

*Please contact Transportation for current mileage rates and bus driver pay.

** Refer to "Student Group Travel" section of the Administrative Handbook for help in calculating total for student meals.

***Please contact Human Resources (Business Office) for current substitute pay rates.

For Overnight Trip Only:

Hotel Name: _____

Address of Hotel (with City): _____

Names of Employees Staying: _____

No. of Students Staying: _____

_____ # of rooms x _____ # of nights x \$ _____ /room = \$ _____

Codes To Be Filled in By Principal/Director - Totals Filled in By Employee:

Code for Substitute: _____ Total: \$ _____

Code for Fees/Hotel: _____ Total: \$ _____

Code for Employee Meals: _____ Total: \$ _____

Code for Student Meals: _____ Total: \$ _____

Code for Mileage: _____ Total: \$ _____

Code for Bus Driver Salary: _____ Total: \$ _____

Submitted By: _____ **Date:** _____

Approved By: _____ **Date:** _____

For Club Sponsored Trips: All costs are estimates. After the vehicle is returned, an invoice will be sent to the club sponsor with actual costs.

By signing the form, you are agreeing to pay all costs incurred by GISD due to use of the vehicle. These costs include, but are not limited to, fuel costs and bus driver pay. You are also agreeing to all GISD rules and regulations for use of a school vehicle.