 Trip #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Lynchburg-Clay Trip Ticket***

**A. To be Completed by Sponsor**

Today’s date ######### Date of Trip #########

Pick up location: Elementary, Middle School, High School, other ###########

[](http://www.bing.com/images/search?q=restroom+symbol&view=detailv2&&id=D95F118540EE424F9F095E4ABBA88DB45780D825&selectedIndex=34&ccid=u2mk5PZb&simid=607988188377384478&thid=OIP.Mbb69a4e4f65b2ff06ff8a07309e99ea1H0)[](http://www.bing.com/images/search?q=food+symbol&id=BFC73BC0895918EF6676451F2E4F7D73B860FEE0&FORM=IQFRBA)Departure time ######### Return time #########

https://i.pinimg.com/564x/85/85/21/858521cf36f1f04b8c7d10a67c16d727.jpg

Destination ################################ \_\_\_\_ \_\_\_\_

Number of students ###### Organization ################ Purpose of Trip #############

Sponsor ############## \_\_\_\_Curricular \_\_\_\_Extra-curricular

**B. To be Completed by Principal and Designee**

Date ############## Principal ###########################

Date ############## Designee’s Approval #################

**C. To be Completed by Driver**



Bus number \_\_\_\_\_\_ Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. To be completed by Driver and Sponsor**

Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. Payroll Only**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Hours @ $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_ Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ending Mileage** |  | **Departure Time** |  | **Driving as Coach/Advisor? Y N** |
| **Beginning Mileage** |  | **Return Time** |  | **Driving: Van Bus** |
| **Total Mileage** |  | **Total Time** |  | **Time Driven to:** |
|  |  |  |  | **Time Driven back:** |

**DOCK TIME (in minutes) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**