 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 ###########

Departure time ######### Return time #########



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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**