**LESLIE SPORTS & EXTRA TRIP AUTHORIZATION SHEET**

Building Requesting bus: \_\_\_\_\_\_\_\_ Person/Phone # in Charge of Trip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date Administrator Signature and Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Destination**  **Address included** | **Date of Trip** | **Nature/Purpose of Trip**  **Educational**  **Or**  **Non-Educational** | **Estimated Round Trip Miles** | **Number Transported** |
|  |  |  |  | 35 |

Estimated Time of Departure: \_\_\_\_\_\_\_\_\_\_\_\_ Estimated Time of Return: \_\_\_\_\_\_\_\_\_\_\_

Pick up Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional trip details/information:

|  |
| --- |
| ***BUS GARAGE USE ONLY***  ***Authorization for Bus No. \_\_\_\_\_\_\_\_\_Driven by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Actual time of departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Actual time of return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Beginning mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Actual Ending Mileage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***I certify that the above trips were made as authorized and reported to my supervisor***  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Driver Date Initials of supervisor Da****te* |

6/2023