**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