

# Fort Stockton Independent School District Request for Permission to Travel – Multiple Trips

Not For Single Trip Use

Submit Typed Request a Minimum of 10 Days Prior to Departure  
Handwritten Request Will Be Returned and Not Processed

Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

Vehicle Assigned <small>(bus barn use)</small>	Type of Vehicle Requested	Overnight Yes/No	Depart Date <u>Time</u>	Return Date <u>Time</u>	Destination	# Students	# Adults	Driver Needed	Provide Name if Driver Not Needed

### APPROVALS

Approved     Denied    Supervisor: \_\_\_\_\_    Date Received: \_\_\_\_\_  
 Approved     Denied    Operations Secretary: \_\_\_\_\_    Date Received: \_\_\_\_\_  
 Approved     Denied    Transportation: \_\_\_\_\_    Date Received: \_\_\_\_\_  
 Approved     Denied    Administrative Services: \_\_\_\_\_    Date Received: \_\_\_\_\_

After Form Approval:  
White: Transportation • Green: Attach to PO • Canary: Administrative Services • Pink: Contact Person • Goldenrod: Finance