



Interlake School Division No. 21  
**Bus Trip Requisition & Driver's Voucher for Payment**

REQUISITION DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ DEPARTURE TIME: \_\_\_\_\_  
 RETURN DATE: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_  
 (to original departure point)

DESTINATION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ NO. OF STUDENTS: \_\_\_\_\_

SUPERVISING TEACHERS: 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

ASSIGNED DRIVER: \_\_\_\_\_ BUS NO. \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ *Teacher* APPROVED BY: \_\_\_\_\_ *Principal*

APPROVED BY SUPERVISOR OF TRANSPORTATION: \_\_\_\_\_

**TO BE COMPLETED BY DRIVER:**

NUMBER OF HOURS \_\_\_\_\_  
 END SPEEDOMETER READING \_\_\_\_\_  
 START SPEEDOMETER READING \_\_\_\_\_  
**TOTAL KILOMETERS** \_\_\_\_\_

SIGNED \_\_\_\_\_  
*Driver*

**OFFICE USE ONLY:**

CALLOUT \_\_\_\_\_ HOURS OR LESS = \$ \_\_\_\_\_  
 \_\_\_\_\_ HRS. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**DRIVER SALARY PAID** \$ \_\_\_\_\_  
 x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
**TOTAL COST** = \$ \_\_\_\_\_

G/L CODE \_\_\_\_\_  
 SIGNED \_\_\_\_\_  
*Teacher*

**COMMENTS:**

1. TO BE SUBMITTED AT LEAST 7 DAYS PRIOR TO RESERVATION
2. TOP THREE COPIES TO BE RETURNED TO PRINCIPAL WHEN APPROVED
3. WHITE COPY TO BE RETURNED TO TRANSPORTATION OFFICE UPON COMPLETION OF REPORT BY DRIVER