

Longview Independent School District

Staff Pre-Travel & Student Pre-Travel



Rental Car Request

Campus/Department: _____

Requested By: _____

Destination & Type of Activity: _____

Departure: (Date) _____ (Time): _____ am/pm-circle one

Return: (Date) _____ (Time): _____ am/pm-circle one

Estimated Passengers: _____ Number of Students: _____

List of students attending trip must be attached

Number of Car(s) Needed: _____ Van(s)/Trucks Needed: _____

Primary Driver Contact Info Required? _____

Cell Phone #: _____

Alternate Driver Info: _____

Cell Phone #: _____

Budget Code: Mandatory _____

Destination to and from: _____

Cost of transportation: _____ (attach a copy of Rental Agreement if available)

Standard Car: \$37.00 per day _____ / Full Size Car: - \$39.00 per day _____

Minivan: \$52.00 per day _____ Standard SUV: \$56.00 _____

Full Size SUV: \$89.00 _____ / Premium (Expedition) \$99.00 _____

Special Consideration (wheel chair lift needed, or other needs): _____

Signatures for Approval:

Principal's/Supervisor's Signature: _____ Date: _____

Wayne Guidry, Chief Finance Officer: _____ Date: _____

Transportation Use Only: _____ Date Received: _____

- 1) All transportation requests must be signed by Principal/Director/Supervisor before submitting to administration for approval. After approval it will be forwarded to the Transportation Department.
- 2) All requests "must" have a budget code, to be approved.