



**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF INSTRUCTION
Career Technical Education Unit
2019 – 20 Perkins Field Trip Request for Bus Funding**

CTE teachers must complete the information below for each field trip FUNDING request to be approved by Central Office **3 weeks prior to the event date**. **SUBMISSION OF THIS FORM DOES NOT GUARANTEE FUNDING**. Requests will be reviewed for pathway relevance and funding availability. It is the teacher's responsibility to adhere to District policies and guidelines for in-state and out-of-state field trips; refer to LAUSD Reference 2111.1, entitled *Field Trips Handbook and Revised Procedures*, dated December 14, 2015. Additional resources available at: <http://achieve.lausd.net/page/3894>.

Teacher Name: _____ Date: _____

Name of School: _____ Pathway: _____

Name(s) of CTE Teacher Chaperone(s): _____ # of students: _____

Date(s): _____ Time: _____

Location: _____

Purpose: _____

Rationale: _____

Bus Vendor Name: _____

Vendor Quote Amount: _____

For Central Office Use:

Funding Lines: Contract Bus (580012): _____

Teacher Replacement Time (110001): _____

Central Office
 Approved by: _____ Date: _____

Submit completed forms to Judy De La Torre at jdelat2@lausd.net

It is the school's responsibility to fund the sub