

**Gallup High School  
Trip Request Form**

**Submit to AD**

(Must be submitted 15 days before requested trip)

**Trip Destination:** \_\_\_\_\_

**Organization** (band, football, etc.): \_\_\_\_\_

**Trip** (circle one):                      **One Way**                      **Two Way**

**Funding Source:**

**GMCS Operational/Gate Funds Line item:** \_\_\_\_\_

**Activities Account PO# (See Marlene): RPO#** \_\_\_\_\_

**Trip Departure Date:** \_\_\_\_\_

**Trip Return Date:** \_\_\_\_\_

**Trip Departure Time:** \_\_\_\_\_

**Trip Return Time:** \_\_\_\_\_

**Transportation Type** (circle one):

**Activity Bus**

**Car**

**SUV**

**School Bus**

**Truck**

**Wheelchair Equipped Vehicle**

**Contact Person:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Number of students traveling:** \_\_\_\_\_

**Number of adults traveling:** \_\_\_\_\_

**Principle Approval:** \_\_\_\_\_

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