JOURNAL OF ODOMETER READINGS FOR ACTIVITY TRIPS

Sponsor or principal must complete this journal. Odometer readings must be documented at the beginning and end of each trip. Journal of odometer readings must correlate with submitted Activity Trip Bus Request forms. This form is to be turned in to the Central Office at the end of each trip (for athletics and band this form may be turned in at the end of the season i.e. football, volleyball, basketball, etc.) Principal's signature is required for confirmation of information.

Date of Trip	Destination	Number of Bus(es)	Beginning Odometer Reading	Ending Odometer Reading	Total Miles

Signature of Principal **Date**