

# Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name Florence Baptist Church 1/9/23 Date of Request 1/9/23  
8/10/17  
Organization Address 642 Mt. Zion Road Florence, Ky. 41042  
Organization Phone Number 859-371-7141  
Contact Name Donna Knott Contact Cell Phone 859-801-1073  
Destination Name Defy in Florence Date of Trip March 3, 2023  
Destination Phone # 859-212-9413  
Destination Address 4999 Houston Road Florence, Ky. 41042  
Destination Instructions Pick up at church, drop off at Defy  
Loading Location Florence Baptist Church  
Loading Time 8:30 Departure Time 8:45  
Loading Time at Event \_\_\_\_\_ Departure Time from Event \_\_\_\_\_  
Return Time \_\_\_\_\_  
Number of Passengers 250 Number of Buses requested 5  
Additional Comments We only need buses for one way. (Parents picking up)  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

Submit

Print

Reset

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Organization Name Florence Baptist Church 1/9/23 Date of Request 11/9/23  
8/10/17  
Organization Address 642 Mt. Zion Road Florence, Ky. 41042  
Organization Phone Number 859-371-7141  
Contact Name Donna Knott Contact Cell Phone 859-801-1073  
Destination Name Redwood Date of Trip March 4, 2023  
Destination Phone # 859-331-0880  
Destination Address 71 Orphanage Rd. Ft. Mitchell, Ky. 41017  
Destination Instructions Pick up at church, drop off at Redwood. P/U at Redwood, drop off at church  
Loading Location 642 Mt. Zion Road, Florence, Ky. 41042  
Loading Time 12:30pm Departure Time 12:45pm  
Loading Time at Event 3:00pm Departure Time from Event 3:15pm  
Return Time 3:30pm  
Number of Passengers 40 Number of Buses requested 1  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

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Organization Name Florence Baptist Church 1/9/23 Date of Request 11/9/23  
8/10/17  
Organization Address 642 Mt. Zion Road Florence, Ky. 41042  
Organization Phone Number 859-371-7141  
Contact Name Donna Knott Contact Cell Phone 859-801-1073  
Destination Name Master Provision Date of Trip March 4, 2023  
Destination Phone # 859-474-0467  
Destination Address 7725 Foundation Dr. Florence, Ky. 41042  
Destination Instructions P/U at church, drop off at MP. P/U at MP drop off at the church  
Loading Location Florence Baptist Church  
Loading Time 12:30pm Departure Time 12:45pm  
Loading Time at Event 3:00pm Departure Time from Event 3:15pm  
Return Time 3:30pm  
Number of Passengers 45 Number of Buses requested 1  
Additional Comments \_\_\_\_\_  
PO Number \_\_\_\_\_

## For Transportation Use Only

Trip Approved by \_\_\_\_\_ Superintendent's Office  
Date Received \_\_\_\_\_ Trip Number \_\_\_\_\_  
Internal Approval \_\_\_\_\_  
Date Estimate Sent \_\_\_\_\_ Fax Email Date Assigned \_\_\_\_\_  
Date Billed \_\_\_\_\_

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