



SIR FORM 48
SIR BRANCH BUS TRIP CHECKLIST

This completed form confirms that the Bus Trip Designated Member and Branch Executive Committee Members have performed the required sequence of policies and procedures for the authorization, the contracting, the execution and the final financial accounting of any SIR authorized Bus Trip.

Branch No. _____ Event Destination _____	Status
Event Dates _____ to _____	Date/Initial each step as completed
Designated Member _____	Des. Mbr.
The Designated member has submitted to the Branch Executive Committee a completed SIR Form 46 requesting approval of a Bus Trip	
Copy of California Public Utilities Commission Approval of the Public Carrier (Bus Company) is attached to this form (cpuc.ca.gov)	
Bus Company is listed on the approved SIR bus company providers. This means the company has provided the Insurance Committee with acceptable Certificates of Insurance (or endorsements)	
The Bus Company Proposal containing confirmation of the trip details and cost has been approved and signed by the Designated Member and is attached to this form	
The cost per participant is estimated to be \$_____. Note: the final cost per participant will be determined upon finalization of the number of members and guests participating.	
The Branch Executive Committee has verified that upon completion of the bus trip that the Designated Member has submitted a "Short Bus Trip Financial Report, Form 47.	

Distribution: After completing Form 47, attach this form to the Branch Secretary's copy of the Bus Trip's Form 46

See Policy 13 and Procedure 13 & 13a.