

## 2015-16 School Field Trip Packet - Overnight/Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools**Employee: **KAREN COBB**Assigned To: **User - chris.brady****Warning: You are not the assigned user for this stage.**[Show History](#)[Remove Applicants or Employees](#)

**NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month; if your trip does not require Board approval, please submit your forms three weeks prior to the trip.**

### School Professional Leave

#### PERSONNEL

03.125 AP.21

Employee Name	Karen Cobb
School/Work site	Lebanon Middle School
Date(s) of leave	4/5/16 - 4/8/16
Time of departure	12:00 am
Destination	
Savannah, Georgia	
Purpose/Rationale for attending	
Educational history tour of the area.	
Number of students involved	35

Substitute needed (please remember to enter your absence in Aesop, even if No a substitute is not required.)

*Number of days (Avg. \$100 a day)*

*Substitute code*

Registration No


*Registration cost*

*Registration code*

Mileage No

*Number of miles*

*Number of days*

Lodging	No
Cost per night	
Number of nights	
Lodging rate	
Meals	No
Estimated <b>total</b> meal cost	
Meals/Mileage/Parking/Lodging Code	
Grand total of expenses	0
<p><b>*An overnight stay is required for reimbursement of any meals. Meals reimbursed at rate of \$7/\$8/\$15 or \$8/\$9/\$19 (high rate areas). For lodging to be reimbursed, an original, itemized receipt is required. Registration fee, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.</b></p>	
Notes	
Reviewed/Revised: 01/12/2015	
 <b>School-Related Student Trip Request Form</b>	
STUDENTS	
09.36 AP.21	
Faculty member(s) sponsoring trip	Kelly Allen/Karen Cobb
Type of trip (i.e. classroom, organization, club, athletic, band)	Beta Club Spring Trip
Destination name	Savannah, GA
Destination address	Savannah Historic District, 201 E Bay St, Savannah, GA 31401
Destination phone	1-888-370-0981
Lodging name	Hampton Inn
Lodging address	201 E Bay St, Savannah, GA 31401
Lodging phone	1-888-370-0981
Date(s) of trip	4/5/16 - 4/8/16
Time of departure	12:00 am



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# Lebanon Middle School

Thank you for your interest in Adventure Student Travel and our tour packages. Our company is dedicated to offering outstanding tours at affordable prices. For the past several years, we've been working closely with teachers around the world to develop student tour programs that provide an entertaining and educational experience. Our dedication to quality trips, customer service, and affordable prices sets us apart and enables us to continue to be the best.

## Totals with Transportation

Paying	Free	Quad	Triple	Double	Single
49 - 53	5	\$680	\$719	\$797	\$1031

## Custom Content

Name
24 Hour Customer Service During Trip
All Admission Fees and Gratuity Included
Custom Itinerary
Free Trips are Credited at the Double Rate
Hotel Accomodations like a Holiday Inn Express, Hampton, or Similar
Includes Professional Tour Guide Daily
Includes Round Trip Motor Coach with Driver Room and Gratuity
Prices Listed are Per Person

## Attractions

Name
Bonaventure Cemetery
Cathedral of Saint John The Baptist
City Market
First African Baptist Church
Haunted Savannah Tour
Historical Tour of Savannah with a Guide
Old Fort Jackson
Old Town Trolley Tour
Savannah's Historic River Street
Ships of the Sea Maritime Museum
Tybee Island Beach
Tybee Island Lighthouse

## Hotels

Name	Nights
Moderate Hotel [NB]	3

## Entertainment

Name	Option
Breakfast at Hotel	Continental
Evening Dinner	Two Dinners
Lunch Daily	Four Lunches
Savannah Riverboat Cruises	School Dinner Cruise (Spaghetti Dinner or Chicken Finger Dinner)

## Tour Guides

Name
Tour Guide - 08 hours

**Disclaimer:** This proposal represents a "good faith" estimate of the above services. All reservations/appointments, including hotels, restaurants, sites, attractions, etc., are based on availability at the time of deposit. Any complimentary chaperones are based on double occupancy (supplemental fees will be incurred for those choosing single occupancy rooms).

This quote is valid until 10/6/2015.

Please contact Kendra Greathouse at 1-877-397-5700 for more information.