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

Karen Cobb **Employee Name**

Lebanon Middle School/Work site

School

Date(s) of leave 4/5/16 - 4/8/16

12:00 am Time of departure

Destination

Savannah, Georgia

Purpose/Rationale for attending

Educational history tour of the area.

35 Number of students involved

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

No Registration

Registration cost

Registration code

No Mileage

Number of miles

Number of days

Lodging

No

Cost per night

Number of nights

Lodging rate

Meals

No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

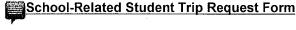
Grand total of expenses

0

*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.

Notes

Reviewed/Revised: 01/12/2015



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



877 - 397 -5700

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Lebanon Middle School

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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
onaventure Cemetery
athedral of Saint John The Baptist
ity Market
irst African Baptist Church
aunted Savannah Tour
istorical Tour of Savannah with a Guide
ld Fort Jackson
ld Town Trolley Tour
avannah's Historic River Street
hips of the Sea Maritime Museum
ybee Island Beach
ybee 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.