

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

Organization: **Marion County Public Schools**Employee: **JESSICA JOHNSON**Assigned To: **User - teresa.preston**[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	Jessica Johnson
School/Work site	Marion County High School
Date(s) of leave	November 20-22, 2015
Time of departure	06:00 am
Destination	JW Marriott 10 S West St. Indianapolis, IN 46204

Purpose/Rationale for attending

National FCCLA Cluster Meeting. Students will have the opportunity to compete in various activities along with workshops, and networking.

Number of students involved	20
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Substitute needed (please remember to enter your absence in Aesop, Yes even if a substitute is not required.)

Number of days (Avg. \$100 a day)	1
Substitute code	5152032-0110-348B
Registration	Yes
Registration cost	80.00
Registration code	5152145-0338-348B
Mileage	No
Number of miles	
Number of days	
Lodging	Yes

Cost per night	197.00
Number of nights	2
Lodging rate	Conference Rate
Meals	Yes
Estimated total meal cost	71.00
Meals/Mileage/Parking/Lodging Code	5152145-0580-348B
Grand total of expenses	645.00

***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

At this time, I do not have a list of students to attend. I would like to make sure this trip is approved before I give students the option to attend, and get my list together. The attached list is our membership list from last school year.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

STUDENTS

09.36 AP.21

Faculty member(s) sponsoring trip	Jessica Johnson
Type of trip (i.e. classroom, organization, club, athletic, band)	FCCLA
Destination name	Indianapolis, Indiana
Destination address	10 S West St. Indianapolis, IN 46204
Destination phone	317-860-5800
Lodging name	JW Marriott
Lodging address	10 S West St. Indianapolis, IN 46204
Lodging phone	317-860-5800
Date(s) of trip	November 20-22
Time of departure	06:00 am
Purpose/Educational value	National FCCLA Cluster Meeting. Students will have the opportunity to compete in various activities along with workshops, and networking.
Source of funding for trip	Perkins/FCCLA

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

MCHS FCCLA ACTIVITY

Number of students

25

Number of faculty sponsors

2

Other chaperones

0

Total number of participants

27

Certified common carrier

Toby Tours

Private vehicle, if allowed by policy; specify driver(s)

Supervision (Attach list of names of students and chaperones)

2014 2015.xlsx

Added 9/1/2015 9:37:00 AM

[view](#)

Add a File

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

Reviewed/Revised: 01/12/15

Employee Signature

Signed: **Jessica**

Stamped: Tue Sep 01 2015 10:35:46 GMT-0400 (Eastern Daylight Time); 9/1/2015 9:35:47 AM; 2015-09-01 14:35:47Z; 170.185.150.19; Employee - #346 - JESSICA JOHNSON

Principal Signature

Signed: **Michael K. Abell**

Stamped: Wed Sep 02 2015 10:57:17 GMT-0400 (Eastern Daylight Time); 9/2/2015 9:57:18 AM; 2015-09-02 14:57:18Z; 170.185.150.19; Employee - #26 - MICHAEL ABELL

Direct this field trip packet to

todd.farmer

Supervisor Signature

Signed: **todd farmer**

Stamped: Thu Sep 10 2015 08:29:28 EDT 2015; 9/10/2015 7:29:29 AM; 2015-09-10 12:29:29Z; 170.185.150.19

Field Trip Designee Signature

Signed: **Chris Brady**

Stamped: Thu Sep 10 2015 12:13:53 GMT-0400 (Eastern Daylight Time); 9/10/2015 11:13:55 AM; 2015-09-10 16:13:55Z; 170.185.150.19

Date of Board approval