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

Organization: Marion County Public Schools

Employee: TOBY TUNGATE

Assigned To: User - teresa.preston

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> 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

Toby Tungate

School/Work site

St. Charles Middle School

Date(s) of leave

Oct 21-23 2015

Time of departure

12:00 am

Destination

Jr. BETA leadership summit Wilderness in the Smokies Sevierville/Pigeon Forge, TN

Purpose/Rationale for attending

To help members of the Jr. BETA Club to collaborate and learn to become positive citizens and leaders.

Number of students involved

16

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

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

2

Substitute code

SCMS Beta Account

Registration

Νo

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 total meal cost

Meals/Mileage/Parking/Lodging Code

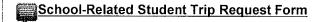
Grand total of expenses

200

*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

Toby Tungate, Brooke Gordon

Type of trip (i.e. classroom, organization,

club, athletic, band)

Club

Destination name

Wilderness in the Smokies

Destination address

1424 Old Knoxville Hwy, Sevierville, TN 37876

Destination phone

(877) 325-9453

Lodging name

Wilderness in the Smokies

Lodging address

1424 Old Knoxville Hwy, Sevierville, TN 37876

Lodging phone

(877) 325-9453

Date(s) of trip

October 21-23 2015

Time of departure

12:00 am

Purpose/Educational value

Jr. Beta Leadership Summit

Source of funding for trip

BETA Club funding

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

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

BETA club

Number of students 16 Number of faculty sponsors 2 Other chaperones 1 Total number of participants 19 Certified common carrier Miller Transport Private vehicle, if allowed by policy; specify driver (s) Supervision (Attach list of names of students and chaperones) Beta Summit Roster.docx view Added 10/13/2015 10:09:00 AM Add a File Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students? Reviewed/Revised: 01/12/15 **Employee Signature** Signed: Toby Tungate Stamped: Tue Oct 13 11:09:18 EDT 2015;10/13/2015 10:09:19 AM;2015-10-13 15:09:19Z;170.185.150.19; Employee - #482 - TOBY TUNGATE Principal Signature Signed: Buffy Mann Stamped:Tue Oct 13 11:29:24 EDT 2015;10/13/2015 10:29:24 AM;2015-10-13 15:29:24Z;170.185.150.19; Employee - #31 - BUFFY MANN Direct this field trip packet to Supervisor Signature Not Signed Read-Only Field Trip Designee Signature Not Signed Read-Only Date of Board approval Superintendent Signature Not Signed Read-Only