

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**

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

<i>Number of days (Avg. \$100 a day)</i>	2
<i>Substitute code</i>	SCMS Beta Account
<i>Registration</i>	No
<i>Registration cost</i>	
<i>Registration code</i>	
<i>Mileage</i>	No
<i>Number of miles</i>	
<i>Number of days</i>	
<i>Lodging</i>	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

School-Related Student Trip Request Form

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
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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