

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

Organization: **Marion County Public Schools** Employee: **TARA TATUM**

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	Tara Tatum
School/Work site	Marion County High School
Date(s) of leave	6/22/16-6/24/16
Time of departure	05:00 am
Destination	Newark, NJ. Hotel has not been booked yet until trip approval.
Purpose/Rationale for attending	FBLA trip to New York
Number of students involved	28

Substitute needed (please remember to enter your absence in Aesop, No even if 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 **total** meal cost  
 Meals/Mileage/Parking/Lodging Code  
 Grand total of expenses 0.00

**\*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

Reviewed/Revised: 01/12/2015

**School-Related Student Trip Request Form**

STUDENTS

09.36 AP.21

Faculty member(s) sponsoring trip Tara Tatum  
 Type of trip (i.e. classroom, organization, club, athletic, band) FBLA  
 Destination name New York  
 Destination address New York  
 Destination phone NA  
 Lodging name NA  
 Lodging address NA  
 Lodging phone NA  
 Date(s) of trip 6/22/16-6/24/16  
 Time of departure 05:00 am  
 Purpose/Educational value  
 Students will visit the business capital of the world.  
 Source of funding for trip MCHS FBLA ACTIVITY ACCT  
 No student shall be denied the trip because of the inability to pay.  
 Bill trip expenses to (i.e. Sponsoring organization, school council, Board) NA  
 Number of students 28

Number of faculty sponsors	1
Other chaperones	12
Total number of participants	41

Certified common carrier

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

Supervision (Attach list of names of students and chaperones)

**NEW YORK LIST.docx**  
 Added 9/22/2015 8:50:00 AM

[view](#)

Add a File

Have all chaperones undergone the required records check and been No designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

Employee Signature

Signed:**Tara Tatum**

Stamped:Tue Sep 22 09:43:22 EDT 2015;9/22/2015 8:43:24 AM;2015-09-22 13:43:24Z;170.185.150.19;Employee - #356 - TARA TATUM

Principal Signature

Signed:**Michael K. Abell**

Stamped:Tue Sep 22 15:00:20 EDT 2015;9/22/2015 2:00:20 PM;2015-09-22 19:00:20Z;170.185.150.19

Direct this field trip packet to

teresa.preston

Supervisor Signature

Signed:**n/a**

Stamped:Tue Sep 22 2015 15:33:14 GMT-0400 (Eastern Daylight Time);9/22/2015 2:33:14 PM;2015-09-22 19:33:14Z;170.185.150.19

Field Trip Designee Signature

Signed:**Chris Brady**

Stamped:Wed Sep 23 2015 14:27:38 GMT-0400 (Eastern Daylight Time);9/23/2015 1:27:39 PM;2015-09-23 18:27:39Z;170.185.150.19

Date of Board approval

**Approve**

**Deny**