

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

Organization: **Marion County Public Schools**Employee: **LISA BYRD**Assigned To: **User - teresa.preston**[Show History](#)

**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	Lisa Byrd
✳ School/Work site	Calvary Elementary School
✳ Date(s) of leave	June 22-26, 2016
✳ Time of departure	03:00 am
✳ Destination New Orleans, LA	
✳ Purpose/Rationale for attending Calvary's Beta team made third place for Quiz Bowl during the state convention. This qualified us to attend the nationals.	
✳ Number of students involved	6

✳ 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	Yes
<i>Registration cost</i>	200.00
<i>Registration code</i>	Beta Club--School Activity
✳ Mileage	No
<i>Number of miles</i>	
<i>Number of days</i>	
✳ Lodging	Yes
<i>Cost per night</i>	960.00

Number of nights	4
Lodging rate	Conference Rate
* Meals	Yes
Estimated <b>total</b> meal cost	2000.00
Meals/Mileage/Parking/Lodging Code	4800.00
* Grand total of expenses	8000.00

**\*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

We will be flying down to New Orleans on Wednesday, June 22, 2016 from CVG. This will allow my students to be fully rested for their quiz bowl competition on Thursday. We will be riding back on the charter bus with LMS. We are not going down on the charter bus because they will be driving all night on Wednesday. This will not allow my students to be fully rested for their competition on Thursday.

Reviewed/Revised: 01/12/2015

#### **School-Related Student Trip Request Form**

#### STUDENTS

09.36 AP.21

* Faculty member(s) sponsoring trip	1
* Type of trip (i.e. classroom, organization, club, athletic, band)	Beta club
* Destination name	New Orleans, LA
* Destination address	900 Convention Center Blvd, New Orleans, LA 70130
* Destination phone	(504) 582-3000
Lodging name	Embassy Suites New Orleans Convention Center
Lodging address	315 Julia Street
Lodging phone	New Orleans, LA 70130
* Date(s) of trip	June 22-26
* Time of departure	04:00 am
* Purpose/Educational value	Beta students will compete in National Quiz Bowl competition.
* Source of funding for trip	fundraising/parents

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

✱ Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Calvary Beta Club

✱ Number of students 6

✱ Number of faculty sponsors 1

✱ Other chaperones 1

✱ Total number of participants 8

Certified common carrier United Airlines

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

✱ Supervision (Attach list of names of students and chaperones)

new orleans.xlsx  
Added 3/2/2016 1:39:00 PM

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

Reviewed/Revised: 01/12/15

✱ Employee Signature

Signed: **Lisa kByrd**

Stamped: Tue Mar 1 10:15:41 EST 2016; 3/1/2016 9:15:43 AM; 2016-03-01 15:15:43Z; 170.185.150.17; Employee - #102 - LISA BYRD

✱ Principal Signature

Signed: **Sara Brady**

Stamped: Thu Mar 03 2016 09:08:46 GMT-0500 (Eastern Standard Time); 3/3/2016 8:08:47 AM; 2016-03-03 14:08:47Z; 170.185.150.17

✱ Direct this field trip packet to teresa.preston

✱ Supervisor Signature

Signed: **n/a**

Stamped: Thu Mar 03 2016 11:51:17 GMT-0500 (Eastern Standard Time); 3/3/2016 10:51:18 AM; 2016-03-03 16:51:18Z; 170.185.150.17

✱ Field Trip Designee Signature

Signed: **Chris Brady**

Stamped: Thu Mar 03 2016 14:56:02 GMT-0500 (Eastern Standard Time); 3/3/2016 1:56:02 PM; 2016-03-03 19:56:02Z; 170.185.150.17

✱ Date of Board approval

Approve

Deny