

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

Organization: **Marion County Public Schools** Employee: **KAREN COBB**

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	Karen Cobb
* School/Work site	Lebanon Middle School
* Date(s) of leave	6/23
* Time of departure	08:00 am
* Destination	New Orleans Convention Center
* Purpose/Rationale for attending	To compete at National Beta Convention
* Number of students involved	50

* 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

***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

none

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

STUDENTS

09.36 AP.21

✿ Faculty member(s) sponsoring trip Kelly Allen/Karen Cobb
Gayla Tungate

✿ Type of trip (i.e. classroom, organization, club, athletic, band) Beta

✿ Destination name New Orleans
Convention Center

✿ Destination address 900 Convention Center
Blvd

✿ Destination phone 5045669990

Lodging name Hampton Inn

Lodging address 1201 Convention
Center Blvd

Lodging phone 5045669990

✿ Date(s) of trip 6/23 - 25

✿ Time of departure 08:00 am

✿ Purpose/Educational value
Compete in Beta Nationals

✿ Source of funding for trip Beta Students

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

✿ Number of students 45

✿ Number of faculty sponsors 3

✿ Other chaperones 12
 ✿ Total number of participants 55
 Certified common carrier TBA

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

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

Field Trip Form (1).pdf [view](#)
 Added 2/22/2016 8:49:00 AM

Students.docx [view](#)
 Added 2/22/2016 9:08:00 AM

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: **Karen Cobb**
 Stamped: Mon Feb 22 2016 10:14:08 GMT-0500 (Eastern Standard Time); 2/22/2016 9:14:09 AM; 2016-02-22 15:14:09Z; 170.185.150.17; Employee - #252 - KAREN COBB

✿ Principal Signature

Signed: **Christina McRay**
 Stamped: Thu Mar 17 2016 09:01:17 GMT-0400 (Eastern Daylight Time); 3/17/2016 8:01:18 AM; 2016-03-17 13:01:18Z; 170.185.150.17; Employee - #23 - CHRISTINA MCPAY

✿ Direct this field trip packet to **teresa.preston**

✿ Supervisor Signature

Signed: **n/a**
 Stamped: Thu Mar 17 2016 09:18:10 GMT-0400 (Eastern Daylight Time); 3/17/2016 8:18:11 AM; 2016-03-17 13:18:11Z; 170.185.150.17

✿ Field Trip Designee Signature

Signed: **Chris Brady**
 Stamped: Thu Mar 17 2016 15:18:16 GMT-0400 (Eastern Daylight Time); 3/17/2016 2:18:16 PM; 2016-03-17 19:18:16Z; 170.185.150.17

✿ Date of Board approval