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**
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	Karen Cobb
* School/Work site	Lebanon Middle School
* Date(s) of leave	9/ 21/ 2016/9/23/2016
* Time of departure	08:00 am

* Destination
Leadership Summit in Wilderness at the Smokies. 1424 Old Knoxville Hwy Sevierville, TN 37876

* Purpose/Rationale for attending
Promote and practice leadership skills.

* Number of students involved	23

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* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)	Yes
Number of days (Avg. $100 a day)	3
Substitute code	Beta
* 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	300

***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
Paid for personally by teachers.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

STUDENTS

09.36 AP.21

✱ Faculty member(s) sponsoring trip	Karen Cobb
✱ Type of trip (i.e. classroom, organization, club, athletic, band)	Beta
✱ Destination name	Wilderness at the Smokies
✱ Destination address	1424 Old Knoxville Hwy Sevierville, TN 37876
✱ Destination phone	877-325-9453
Lodging name	Wilderness at the Smokies
Lodging address	1424 Old Knoxville Hwy Sevierville, TN 37876
Lodging phone	877-325-9453
✱ Date(s) of trip	9/21/2016/9/23/2016
✱ Time of departure	08:00 am

✱ Purpose/Educational value
Promote and practice leadership skills.

✱ Source of funding for trip	Beta
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 (per child $160)
✱ Number of students	23
✱ Number of faculty sponsors	2