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

Organization: **Marion County Public Schools** Employee: **TOBY TUNGATE**

Assigned To: **"Principal" members at "St. ...**

Warning: You are not the assigned user for this stage.

Show History

Remove Applicants or Employees

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	Sept. 21- Sept. 23 2016
* Time of departure	04:00 pm
* Destination Beta Leadership Summit 1424 Old Knoxville Hwy Sevierville, TN 37876	
* Purpose/Rationale for attending To promote lasting leadership qualities in our young adults.	
* Number of students involved	17

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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	SCMS 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	600

***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, Carrie Thompson
✱ Type of trip (i.e. classroom, organization, club, athletic, band)	Beta Club
✱ Destination name	National Beta Club Leadership Summit
✱ 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	Sept. 21- Sept. 23, 2016
✱ Time of departure	04:00 pm

✱ Purpose/Educational value

To promote lasting leadership qualities in our young adults.

✱ Source of funding for trip	SCMS Jr. Beta Club

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

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