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 21-28, 2017
* Time of departure	05:00 am

* Destination
Walt Disney World Orlando, FL

* Purpose/Rationale for attending
Beta students showed mastery at the Beta Leadership Summit in September. Students will be competing in the Beta Nationals in Orlando, Fl in 2017.

* Number of students involved	6

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* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)	No
Number of days (Avg. $100 a day)	
Substitute code	
* Registration	Yes
Registration cost	25.00
Registration code	175
* Mileage	No
Number of miles	
Number of days	
* Lodging	Yes
Cost per night	200.00
Number of nights	7

Lodging rate	Regular Rate
* Meals	Yes
*Estimated **total** meal cost*	
Meals/Mileage/Parking/Lodging Code	
* Grand total of expenses	13000.00

***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	Lisa Byrd
* Type of trip (i.e. classroom, organization, club, athletic, band)	Beta Club
* Destination name	Walt Disney World SWAN AND DOLPHIN RESORT
* Destination address	1500 Epcot Resorts Blvd.
* Destination phone	407.934.4000
Lodging name	Pop Century
Lodging address	1050 Century Drive
Lodging phone	(407) 938-4000
* Date(s) of trip	June 21-28, 2017
* Time of departure	05:00 am

* Purpose/Educational value

Students showed mastery in the Rapid Response and Service Project categories at the Beta Leadership Summit in Tn. Students will compete in the Beta Nationals.

* 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 Elementary Beta
* Number of students	6
* Number of faculty sponsors	1