

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

Organization: **Marion County Public Schools** Employee: **DANIEL JOHNSON**

Assigned To: "Principal" members at "Marion ...

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

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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	Daniel Johnson
✳ School/Work site	Marion County High School
✳ Date(s) of leave	03/09-03/10
✳ Time of departure	08:00 am
✳ Destination	New Balance Track & Field Center at The Armory 216 Fort Washington Avenue New York, NY 10032
✳ Purpose/Rationale for attending	New Balance Nationals Indoor Track & Field Championships
✳ Number of students involved	1

✳ Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)	No
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Number of days (Avg. \$100 a day)

Substitute code

✳ Registration	Yes
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Registration cost

75

Registration code

MCHS Act Fd

✳ Mileage	Yes
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Number of miles

1800

Number of days

3

✿ Lodging	Yes
Cost per night	250
Number of nights	3
Lodging rate	Regular Rate

✿ Meals	No
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Estimated **total** meal cost

Meals/Mileage/Parking/Lodging Code

MCHS/Bd Paid

✿ Grand total of expenses	\$1500
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***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	Daniel Johnson/Dallas Robinson
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✿ Type of trip (i.e. classroom, organization, club, athletic, band)	athletic
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✿ Destination name	New Balance Track & Field Center at the Armory
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✿ Destination address	216 Fort Washington Avenue New York, NY 10032
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✿ Destination phone	(212) 923-1803
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Lodging name

Lodging address

Lodging phone

✿ Date(s) of trip	03/09-03/11
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✿ Time of departure	08:00 am
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✿ Purpose/Educational value	New Balance Indoor Track & Field National Championships
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✿ Source of funding for trip	Board/MCHS
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No student shall be denied the trip because of the inability to pay.