School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools** Employee: **STEVEN BEAMS**
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	Daniel Beams
School/Work site	District Wide
Date(s) of leave	Nov 11 2018
Time of departure	01:00 pm
Destination Lucas Oil Stadium Indianapolis, Indiana	
Purpose/Rationale for attending Band Trip. Incredible experience	
Number of students involved	45

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	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

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

STUDENTS

09.36 AP.21

✱ Faculty member(s) sponsoring trip	Daniel Beams
✱ Type of trip (i.e. classroom, organization, club, athletic, band)	Band
✱ Destination name	Lucas Oil Stadium
✱ Destination address	500 S. Capitol Ave.Indianapolis IN
✱ Destination phone	0000000
Lodging name	
Lodging address	
Lodging phone	
✱ Date(s) of trip	Feb 11 2017
✱ Time of departure	01:00 pm

✱ Purpose/Educational value
Providing meaningful applicable experiences for musicians.

✱ Source of funding for trip	MCHS BAND ACTIVITY

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

✱ Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	MCHS BAND ACTIVITY
✱ Number of students	45
✱ Number of faculty sponsors	4
✱ Other chaperones	2
✱ Total number of participants	56