

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

Organization: **Marion County Public Schools** Employee: **BUFFY RYAN**

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	Buffy Ryan
* School/Work site	Marion County-ATC
* Date(s) of leave	na
* Time of departure	12:00 am
* Destination	N/a
* Purpose/Rationale for attending	N/a
* Number of students involved	2

* Substitute needed (please remember to enter No your absence in Aesop, even if a substitute is not required.)

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

As one of the student advisors I will not be able to attend the WLA conference with our officers. In lieu of attendance by myself or Ms.Clark, my co-advisor, the students will be traveling with multiple other HOSA advisors. Ms. Elizabeth Bullock the state HOSA advisor, Mrs. Kim Williams, the state HOSA co-advisor, Patricia Fitzpatrick, advisor to the the HOSA state officer from Woodford County and advisor to the state HOSA secretary from Jefferson County Jeanne Meredith, will be attending with the students.

Reviewed/Revised: 01/12/2015

**School-Related Student Trip Request Form****STUDENTS**

09.36 AP.21

✳ Faculty member(s) sponsoring trip

Buffy Ryan

✳ Type of trip (i.e. classroom, organization, club, athletic, band)

HOSA State Officers

✳ Destination name

Hilton Alexandria Mark Center

✳ Destination address

5000 Seminary Road Alexandria, VA 22311

✳ Destination phone

(703) 845-1010

Lodging name

Hilton Alexandria Mark Center3) 845-1010

Lodging address

5000 Seminary Road Alexandria, VA 22311

Lodging phone

(703) 845-1010

✳ Date(s) of trip

9/16/2017-9/19/2017

✳ Time of departure

05:00 am

✳ Purpose/Educational value

WLA features dynamic workshops and interactive activities to teach HOSA leaders to be better advocates of HOSA's mission and vision. This action-packed experience is the highest level of leadership development for HOSA-Future Health Professionals.

✳ Source of funding for trip

HOSA

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