

SchoolRelated Student Trip Request Form

Section 1 (To be completed by requesting organization – Please fill out a separate form for each bus.)

Date of Request 10-31-19 Date of Event January 19-21, 2020

Organization BETA School TCCHS

Type of Trip (Circle One)

In-County Instructional

In-County Athletic

Other: (Explain in detail

Out-of-County Instructional

Out-of-County Athletic

Out-of-State Instructional

Out-of-State Athletic

Destination (event and/or place) Galt House Louisville, KY

Planned Stops to and from: Lunch in E town Jan. 19; 21st

Number of passengers 50 Date and Time of Departure Jan. 19 9AM

Departing location TCCHS Date and Time of Return January 21, 4:00PM

Returning location TCCHS Chaperones Lisa Petrie

Please explain how this trip correlates with the unit of study Academic Competitions

Special Requests (Driver, Type Bus, Handicap Access, etc.) _____

Trip Requested By: Lisa Petrie

Driver Assigned _____ Bus # _____

Organization Responsible for Payment _____

Approval of Site Based Council Representative [Signature]

District Use Only

Section 2

Approval of District Representative _____ Date _____

Driver – Turn in this Information with Timesheets

Section 3

Date/Time Departure _____ Odometer Start _____

Date/Time Return _____ Odometer Ending _____

Mileage Cost – total miles X \$1.15 per mile = _____

Driver Payment – total hours X \$10..50 per hour (Minimum two hours) = _____

Total Invoiced Amount _____ Invoiced to _____

Invoice Date _____ Payment Amount received _____ Payment Date _____

I hereby certify that the above information is correct to the best of my knowledge and d/do not wish to accept payment for this trip.

Driver Signature _____ Date _____

Driver Comments _____

Request to Place an Item on the AgendaName: Lisa PetrieAddress: TCHSTelephone number: 270-265-2506

Name of school children attend, if applicable: _____

Group represented: TCHS BETACheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Deatrik KinneyDescription of Issue: State BETA ConventionSpecific Action Requested: Permission for out-of-state
overnight stay for the state BETA
convention in Louisville, KY (January,
2020)Check if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06