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

Organization: **Marion County Public Schools** Employee: **Makenzie Thomas**
Assigned To: **User - kim.hood**
Show History

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

Employee Name	Makenzie Thomas
School/Work site	Marion County High School
Date(s) of leave	June 14-16, 2021
Time of departure	09:00 am

Destination
KY FFA Leadership Training Center

Purpose/Rationale for attending
Allow students to partake in chapter leadership development workshops and events.

Number of students involved	9

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	75
Registration code	FFA
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	75

***An overnight stay is required for reimbursement of any meals. Any meal exceeding $5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be $40.00 in state and $46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, 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

09.36 AP.21

Faculty member(s) sponsoring trip	Makenzie Thomas, Ag New Hire
Type of trip (i.e. classroom, organization, club, athletic, band)	FFA
Destination name	KY FFA Leadership Training Center
Destination address	111 FFA Camp Road Hardinsburg, Kentucky 40143
Destination phone	270 756-2301
Lodging name	
Lodging address	
Lodging phone	
Date(s) of trip	June 14-16 2021
Time of departure	09:00 am

Purpose/Educational value
Allow students to partake in chapter leadership development workshops and events.

Source of funding for trip	FFA

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

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	FFA
Number of students	9
Number of faculty sponsors	2
Other chaperones	0
Total number of participants	11

Supervision (Attach list of names of students and chaperones)

KLTC 2021.docx
Added 4/19/2021 7:36:00 AM
view

Add a File

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?	Yes

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed	1

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

Destination	KY Leadership Training Center
Date(s) of trip	June 14-16
Group requesting bus	FFA
Purpose of trip	FFA Camp
Bus pick-up time	09:00 am
Bus return time	11:00 am
When transporting items that cannot be held in lap of students, under storage will be required to store these items.	Under storage will be required
Account to be charged	FFA

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

KLTC 2021.docx view
Added 4/19/2021 7:37:00 AM

Employee Signature

Signed: **Makenzie Thomas**

Stamped: Mon Apr 19 2021 08:37:21 GMT-0400 (Eastern Daylight Time);4/19/2021 7:37:21 AM;2021-04-19 12:37:21Z;198.143.47.17;Employee - #668 - Makenzie Thomas

Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Apr 19 2021 08:49:26 GMT-0400 (Eastern Daylight Time);4/19/2021 7:49:26 AM;2021-04-19 12:49:26Z;198.143.47.17;Employee - #371 - JOSEPH PETERSON

Direct this field trip packet to TAYLORA SCHLOSSER

Supervisor Signature

Not Signed Read-Only

Field Trip Designee Signature

Not Signed Read-Only

Date of Board approval

Superintendent Signature: Taylora Schlosser

This section is to be completed by the Transportation Director.

- Bus number
- Driver
- Driver wage
- Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- Ending odometer reading
- Beginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve | **Deny**