

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

Organization: **Marion County Public Schools**

Employee: **PATRICK CAMPBELL**

Assigned To: **User - kim.hood**

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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	Patrick Campbell
* School/Work site	Marion County High School
* Date(s) of leave	4/2 - 4/9 2022
* Time of departure	04:00 am
* Destination	Fort Walton Beach / Destin, Florida
* Purpose/Rationale for attending	Baseball and Softball Spring break tournaments
* Number of students involved	50

* 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. 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

We will be taking a charter bus and staying on site of where the tournaments will be played

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

* Faculty member(s) sponsoring trip	Patrick Campbell and Erin Benton
* Type of trip (i.e. classroom, organization, club, athletic, band)	Athletic
* Destination name	Emerald Coast Sports Camp
* Destination address	P.O. BOX 6864 MIRAMAR BEACH, FL. 32550
* Destination phone	850-598-0061

Lodging name

Lodging address

Lodging phone

* Date(s) of trip	4/2-4/9 2022
* Time of departure	04:00 am
* Purpose/Educational value	Atheltic Trip for Baseball and Softball
* Source of funding for trip	Booster Clubs

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Baseball and softball boosters
* Number of students	50
* Number of faculty sponsors	5
* Other chaperones	0
* Total number of participants	55

Certified common carrier

Private vehicle, if allowed by policy; specify driver(s)

* Supervision (Attach list of names of students and chaperones)

SpringBreak 2022 Roster.xlsx
Added 7/30/2021 8:38:00 AM

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Add a File

* Have all chaperones undergone the required records check and been designated by the Yes

principal/designee to supervise students?

Reviewed/Revised: 01/12/15

* Employee Signature

Signed: **Patrick Campbell**

Stamped: Fri Jul 30 2021 09:38:34 GMT-0400 (Eastern Daylight Time); 7/30/2021
8:38:34 AM; 2021-07-30 13:38:34Z; 198.143.47.9; Employee - #334 - PATRICK
CAMPBELL

* Principal Signature

Signed: **Robby Peterson**

Stamped: Thu Aug 05 2021 13:09:07 GMT-0400 (Eastern Daylight Time); 8/5/2021
12:09:07 PM; 2021-08-05 17:09:07Z; 198.143.47.15; Employee - #371 - JOSEPH
PETERSON

* Direct this field trip packet to

Supervisor Signature

Not Signed

Read-Only

* Field Trip Designee Signature

Not Signed

Read-Only

* Date of Board approval

* Superintendent Signature: Taylora Schlosser

Approve

Deny

