

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

Organization: **Marion County Public Schools**

Employee: **TARA WADE**








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	Tara Wade
 School/Work site	Marion County High School
 Date(s) of leave	June 13-15, 2022
 Time of departure	04:00 am
 Destination	New York City
 Purpose/Rationale for attending	FBLA members will travel to NYC to visit the business capital of the world.
 Number of students involved	25

 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) 0

Substitute code

 Registration No

Registration cost 0

Registration code

 Mileage No

Number of miles 0

Number of days

 Lodging No

Cost per night 0

Number of nights

Lodging rate

 Meals No

*Estimated **total** meal cost* 0

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

Cost per person is \$1299. Fundraising will be done to help offset the cost for students. Adults who would like to go will undergo background check unless they are a certified staff member of the district.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

- | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------|
| * Faculty member(s) sponsoring trip | Tara Wade |
| * Type of trip (i.e. classroom, organization, club, athletic, band) | Club |
| * Destination name | New York City |
| * Destination address | Not available at this time |
| * Destination phone | NA |
| <i>Lodging name</i> | |
| <i>Lodging address</i> | |
| <i>Lodging phone</i> | |
| * Date(s) of trip | June 11-15, 2022 |
| * Time of departure | 04:00 am |
| * Purpose/Educational value | Student will be able to tour the business capital of the world. |
| * Source of funding for trip | Fundraising and self payment |
| <i>No student shall be denied the trip because of the inability to pay.</i> | |
| * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) | Business Education |
| * Number of students | 25 |
| * Number of faculty sponsors | 1 |
| * Other chaperones | 0 |
| * Total number of participants | 25 |

Certified common carrier

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

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

2021-22 FBLA Members - Sheet1.pdf

[view](#)

Added 8/30/2021 2:07:00 PM

Add a File

✳ Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? No

Reviewed/Revised: 01/12/15

✳ Employee Signature

Signed: **Tara Wade**

Stamped: Mon Aug 30 2021 15:07:52 GMT-0400 (Eastern Daylight Time); 8/30/2021 2:07:53 PM; 2021-08-30 19:07:53Z; 198.143.47.9; Employee - #356 - TARA WADE

✳ Principal Signature

Signed: **Robby Peterson**

Stamped: Tue Aug 31 2021 07:19:13 GMT-0400 (Eastern Daylight Time); 8/31/2021 6:19:13 AM; 2021-08-31 11:19:13Z; 198.143.47.9; 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