School Field Trip Packet - Overnight/Greater than 100 miles without 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, Trevor Sweet
School/Work site	Marion County High School
Date(s) of leave	October 27-30, 2021
Time of departure	09:00 am
Destination Indianapolis, IN	
Purpose/Rationale for attending National FFA Convention	
Number of students involved	28

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)	Yes
Number of days (Avg. $100 a day)	600
Substitute code	perkins/FFA
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	Yes
*Estimated **total** meal cost*	$120 each
Meals/Mileage/Parking/Lodging Code	FFA
Grand total of expenses	$720

***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, Trevor Swet
Type of trip (i.e. classroom, organization, club, athletic, band)	Club/Classroom
Destination name	Indianapolis Convention Center
Destination address	100 S Capitol Ave, Indianapolis, IN 46225
Destination phone	317) 262-3400
Lodging name	TBD
Lodging address	
Lodging phone	
Date(s) of trip	October 27-30
Time of departure	09:00 am

Purpose/Educational value

Students will partake in various agriculture industry tours, participate in a National Day of Service, attend various leadership workshops and networking events all hosted in conjunction with the National FFA Convention.

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	28
Number of faculty sponsors	2
Other chaperones	2
Total number of participants	32

Certified common carrier

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

Supervision (Attach list of names of students and chaperones)

National Convention Student List .pdf view
Added 9/9/2021 7:34:00 AM

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

* Employee Signature

Signed: **Makenzie Thomas**

Stamped: Thu Sep 09 2021 08:32:31 GMT-0400 (Eastern Daylight Time);9/9/2021 7:34:35 AM;2021-09-09 12:34:35Z;198.143.47.9;Employee - #668 - Makenzie Thomas

* Principal Signature

Signed: **Robby Peterson**

Stamped: Thu Sep 09 2021 08:58:09 GMT-0400 (Eastern Daylight Time);9/9/2021 7:58:09 AM;2021-09-09 12:58:09Z;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**