

Save

Fields preceded with * are required fields. These will be highlighted in yellow if they are not populated.

Travel Request Form

Please Note: Welcome to Estill County Schools Travel Tracker, your one-stop travel center. Within this software, you can submit student field trip requests, reserve an activity bus for a field trip or athletic event, and reserve a car for staff travel. If you have any questions or comments please email laura.freeman@estill.kyschools.us at Estill County Schools Transportation or call 606-723-2482.

Trip Number

3288

* Category

Travel With Students

* Type of Trip

Field Trip

* Field Trip Event

FCCLA

Trip Leave

* Date

11/10/22

Thursday

* Time

4:00 PM

Trip Return

* Date

11/13/22

Sunday

* Time

8:00 PM

Trip Year/Week 2022-46

* Out-of-State

Yes

Comments

I need a school van to take the students to Columbus OH for the National Fall FCCLA Conference.

* Your School/Dept

090 Estill County High

397 Engineer Road, Irvine, KY 40336

* Main Destination

Other (Type Below)

350 N High Street Columbus, OH 43215

Destination Not Listed

350 N High Street Columbus, OH 43215

* Destination Name

Hyatt Regency

* Approximate Nbr of Miles Round Trip

417.88

Special Instructions for Permission Slip

* Funding Source #1

Other

Budget Code

0901145 0894 066J

Funding Source Desc

Budget Code Desc

Funding Approver

Are funds payable to a third party?

No

(Does venue require payment prior to

https://appgarden7.app-garden.com/TravelTrackKY161.nsf/TravelRequestPrint.xsp?id=!2b6j3k7xewnaik4m2mfy729y1!

1/3

trip?)

* Teacher / Advisor / Staff Name

Kristen Wilson

* Teacher / Advisor / Staff Phone #

6067233537

Teacher / Advisor / Staff Email

kristen.wilson@estill.kyschools.us

Note: This email will receive the requester emails if different from requester

Emergency Contact Info

☐ Same as Teacher / Advisor / Staff

* Emergency Contact Name

Kristen Wilson

* Emergency Contact Phone #

6066435554

9

* Grade Level(s) Making Trip

10

11

12

* Description of group or person(s) making trip

FCCLA - Kristen Wilson and Sarah Bryan will be taking 6 FCCLA students to the conference in Columbus, Ohio.

* Educational Objective for Field Trip

Leadership meeting to assist students with rebuilding the club after Covid.

Number of Individuals Making Trip

* Male Adults 0

* Female Adults 2

Total Adults 2

* Male Students 0

* Female Students 6

Total Students 6

* Will the students be away from school during lunch?

Yes

* If so, will these students need packed lunches?

No

Nbr Students 6 Teacher Kristen Wilson

Students will be away from school during the lunch period.

* Will you be using external transportation (ex. charter bus, plane, walking)? No

Vehicles Needed

* Do you need vehicles? Yes

Vehicle Pickup

* Date

11/10/22

* Time

4:00 PM

Vehicle Return

* Date

11/13/22

* Time

8:00 PM

Total Trip Hours 76.00

* Type of vehicles needed to reserve

Staff Vehicle

* How many vehicles do you need?

1

* Need Lift?

No

Nbr Wheelchair Slots 0 Nbr Safety Vests 0 Nbr Fold Down Seats 0

Special Needs

Comments or Details Concerning
Needs

Vehicle Driver Information

Kristen Wilson will be driving the van.

Owner

laura.freeman@estill.kyschools.us

Bid Id/Closing Date

Person Submitting Request

kristen.wilson@estill.kyschools.us

Date Submitted

Field Trip Acceptance of Responsibility

SUBMITTER: My signature indicates I will adhere to all School Board Policies that apply to field, staff, or athletic trips.

* I have read and understand the information above.

Yes

Level 01 Approval - Location Approval

Comment

Decision

Approved

Name

josh.yost@estill.kyschools.us

Decision Date

Oct 17, 2022, 12:08:21 PM

Level 02 Approval - Second Level Location Approval

Comment

Decision

Approved

Name

laura.freeman@estill.kyschools.us

Decision Date

Oct 17, 2022, 1:12:32 PM

Level 07 Approval - Out of State/Board Approval

Comment

Decision

Designated Approver

andrea.williams@estill.kyschools.us

Name

Decision Date

Level 09 Approval - Additional Level 1 Approval

Comment

Decision

Name

Decision Date