

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

Organization: **Marion County Public Schools**

Employee: **TRACY COCHRAN**

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	Tracy Cochran
* School/Work site	Calvary Elementary School
* Date(s) of leave	January 17-18, 2023
* Time of departure	08:30 am
* Destination	Lexington Kentucky for State Beta Convention
* Purpose/Rationale for attending	State Beta Convention
* Number of students involved	27

* 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) 2

Substitute code Beta Club

* Registration Yes

Registration cost

Registration code Beta Club

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night

Number of nights

Lodging rate

* Meals Yes

*Estimated **total** meal cost*

Meals/Mileage/Parking/Lodging Code Beta Club

* Grand total of expenses \$220

***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

I have divided up cost among Beta Students. I am charging \$120 to each student to attend convention. This will cover all costs. Please note we are sharing a bus with West Marion. I do not have bus on here because West Marion put it on their form.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- * Faculty member(s) sponsoring trip Tracy Cochran
 - * Type of trip (i.e. classroom, organization, club, athletic, band) Beta
 - * Destination name State Beta Convention
 - * Destination address Central Bank Center, 430 W Vine St, Lexington, KY 40507, USA
 - * Destination phone (859) 233-4567
 - Lodging name* Hilton Downtown
 - Lodging address* 369 West Vine Street
 - Lodging phone* (859) 231-9000
 - * Date(s) of trip January 17-18 2023
 - * Time of departure 08:30 am
 - * Purpose/Educational value State Beta Convention for Elementary
 - * Source of funding for trip Beta Funds
- No student shall be denied the trip because of the inability to pay.*
- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Calvary Beta
 - * Number of students 27
 - * Number of faculty sponsors 4
 - * Other chaperones 2
 - * Total number of participants 33
 - * Supervision (Attach list of names of students and chaperones)

Beta Convention 2023 List_.pdf
Added 11/21/2022 11:22:00 AM

[view](#)

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

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 0

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

* Destination 0

* Date(s) of trip 0

* Group requesting bus 0

* Purpose of trip 0

* Bus pick-up time 08:00 am

* Bus return time 08:00 am

* When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will not be required

* Account to be charged Beta

[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.

Beta Convention 2023 List_.pdf
Added 11/21/2022 11:24:00 AM

[view](#)

* Employee Signature

Signed: **Tracy Cochran**

Stamped: Mon Nov 21 2022 12:23:49 GMT-0500 (Eastern Standard Time); 11/21/2022 11:23:49 AM; 2022-11-21 17:23:49Z; 170.185.150.17; Employee - #104 - TRACY COCHRAN

* Principal Signature

Signed: **Paul Terrell**

Stamped: Mon Nov 21 2022 14:33:28 GMT-0500 (Eastern Standard Time); 11/21/2022 1:33:28 PM; 2022-11-21 19:33:28Z; 170.185.150.17; Employee - #275 - PAUL TERRELL

* 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

Not Signed Read-Only

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