

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

Organization: **Marion County Public Schools**

Employee: **STACY BARTLEY**

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	Stacy Bartley & Kevin Durham
* School/Work site	West Marion Elementary School
* Date(s) of leave	January 17-18, 2023
* Time of departure	08:30 am
* Destination	Lexington, KY
* Purpose/Rationale for attending	BETA convention
* Number of students involved	33

* Substitute needed (please remember to enter your absence in Aesop, Yes even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

BETA Club

* 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

400

***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

09.36 AP.21

* Faculty member(s) sponsoring trip Stacy Bartley and Kevin Durham

* Type of trip (i.e. classroom, organization, club, athletic, band) BETA club

* Destination name Lexington KY

* Destination address Lexington KY

* Destination phone 8592319000

Lodging name Hilton Hotel - downtown

Lodging address 369 West Vine Street
Lexington KY 40507 US

Lodging phone 859-231-9000

* Date(s) of trip January 17-18

* Time of departure 08:30 am

* Purpose/Educational value
BETA convention

* Source of funding for trip BETA club

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) BETA club

* Number of students 33

* Number of faculty sponsors 2

* Other chaperones 15

* Total number of participants 50

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

BETA ROOMS.docx
Added 11/15/2022 9:55:00 AM

[view](#)

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

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 1

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

* Destination Lexington KY

* Date(s) of trip January 17-18

* Group requesting bus WMES

* Purpose of trip BETA convention

* Bus pick-up time 08:30 am

* Bus return time 02:00 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 Club

[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.

Bus List.docx [view](#)
Added 11/15/2022 9:58:00 AM

* Employee Signature

Signed: **Stacy Bartley**
Stamped: Tue Nov 15 2022 10:57:50 GMT-0500 (Eastern Standard Time); 11/15/2022 9:57:50 AM; 2022-11-15 15:57:50Z; 170.185.150.17; Employee - #453 - STACY BARTLEY

* Principal Signature

Signed: **Daniel Mattingly**
Stamped: Tue Nov 15 2022 14:08:14 GMT-0500 (Eastern Standard Time); 11/15/2022 1:08:13 PM; 2022-11-15 19:08:13Z; 170.185.150.17; Employee - #331 - JOSEPH MATTINGLY

* Direct this field trip packet to shelley.badgett

* Supervisor Signature

Signed: **Shelley Badgett**
Stamped: Wed Nov 16 2022 11:52:02 GMT-0500 (Eastern Standard Time); 11/16/2022 10:52:03 AM; 2022-11-16 16:52:03Z; 170.185.150.17; User - shelley.badgett - shelley.badgett@marion.kyschools.us

* Field Trip Designee Signature

Signed: **Michael K. Abell**
Stamped: Wed Nov 16 2022 11:56:09 GMT-0500 (Eastern Standard Time); 11/16/2022 10:56:09 AM; 2022-11-16 16:56:09Z; 170.185.150.17

* Date of Board approval

 Superintendent Signature

Not Signed

Read-Only

Approve

Deny