

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

Organization: **Marion County Public Schools**

Employee: **WENDY BRADY**

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 | Wendy brady, allyson Stine, Karyn spalding, Charles Ramey and Kandice Spalding |
| * School/Work site | Lebanon Elementary School |
| * Date(s) of leave | January 17-18, 2023 |
| * Time of departure | 08:30 am |
| * Destination | Hilton Downtown Lexington BETA CONVENTION |
| * Purpose/Rationale for attending | STATE BETA Convention |
| * Number of students involved | 26 |

* 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)

Substitute code LES BETA

* 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 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

Teachers will be out on both Tuesday (17th) and Wednesday (18th) and will need subs both days.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

* Faculty member(s) sponsoring trip Wendy Brady Allyson Stine

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

* Destination name Hilton Downtown

* Destination address 369 W Vine Street Lexington KY

* Destination phone 8592319000

Lodging name Hilton Downtown

Lodging address 369 W Vine St Lexington

Lodging phone 8592319000

* Date(s) of trip January 17-18, 2023

* Time of departure 08:30 am

* Purpose/Educational value

BETA Convention Bus will transport us to the hotel in downtown Lexington on Tuesday morning and drop us off. They will come back on Wednesday morning at 10:30 to pick us up. We will be stopping for lunch at Gatti Town on Nicholasville Road. Arrive back at Lebanon Elementary School around 2:30.

* Source of funding for trip LES BETA

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

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

* Number of students 26

* Number of faculty sponsors 5

* Other chaperones 3

* Total number of participants 34

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

Beta Conf List.pdf

Added 12/7/2022 1:26:00 PM

[view](#)

Add a File

* Have all chaperones undergone the required Yes

records check and been designated by the 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 1

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

* Destination Hilton Downtown 369 W Vine Street, Lexington

* Date(s) of trip January 17 & 18, 2023

* Group requesting bus LES BETA

* Purpose of trip BETA COntention

* Bus pick-up time 08:30 am

* Bus return time 02:30 pm

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

* Account to be charged 210 1118 0894 9210

[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 BUS LIST.pdf [view](#)
Added 12/7/2022 1:27:00 PM

* Employee Signature

Signed: **Wendy Brady, allyson Stine, Charles Ramey, Karyn Spalding, Kandice Spalding**
Stamped: Wed Dec 07 2022 14:35:09 GMT-0500 (Eastern Standard Time); 12/7/2022 1:35:09 PM; 2022-12-07 19:35:09Z; 170.185.150.17; Employee - #207 - WENDY BRADY

* Principal Signature

Signed: **Benji Mattingly**
Stamped: Wed Dec 07 2022 15:58:14 GMT-0500 (Eastern Standard Time); 12/7/2022 2:58:15 PM; 2022-12-07 20:58:15Z; 170.185.150.17; Employee - #734 - James Mattingly

* 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