

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

Organization: **Marion County Public Schools**

Employee: **JAMIE BROWN**

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	Jamie Brown
* School/Work site	Marion County High School
* Date(s) of leave	June 17-20, 2023
* Time of departure	09:00 am
* Destination	Louisville, Kentucky
* Purpose/Rationale for attending	National Beta Convention
* Number of students involved	20

* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

Substitute code

* 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

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

* Faculty member(s) sponsoring trip	Jamie Brown, Sterling Newton, Erin Benton, Seidina Conley
* Type of trip (i.e. classroom, organization, club, athletic, band)	Club
* Destination name	Kentucky International Convention Center/Galt House
* Destination address	140 N. 4th St.
* Destination phone	502-589-5200
Lodging name	Galt House
Lodging address	140 N. 4th St, Louisville
Lodging phone	502-589-5200
* Date(s) of trip	June 17-20, 2023
* Time of departure	09:00 am
* Purpose/Educational value	National Beta Convention
* Source of funding for trip	student/club/fundraising

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	MCHS Beta Club
* Number of students	20
* Number of faculty sponsors	4
* Other chaperones	0
* Total number of participants	24
* Supervision (Attach list of names of students and chaperones)	

Nationals participant list June 17-20 2023.docx

[view](#)

Added 1/13/2023 1:44:00 PM

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 140 N. 4th St., Louisville, KY

* Date(s) of trip June 17-20, 2023

* Group requesting bus MCHS Beta Club

* Purpose of trip National Beta Convention

* Bus pick-up time 09:00 am

* Bus return time 03:00 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 MCHS Activity-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.

Bus list-Nationals-June 17-20 2023.xlsx
Added 1/13/2023 1:48:00 PM

[view](#)

* Employee Signature

Signed: **Jamie L. Brown**

Stamped: Fri Jan 13 2023 14:48:40 GMT-0500 (Eastern Standard Time); 1/13/2023 1:48:41 PM; 2023-01-13 19:48:41Z; 170.185.150.17; Employee - #321 - JAMIE BROWN

* Principal Signature

Signed: **Robby Peterson**

Stamped: Fri Jan 13 2023 15:41:27 GMT-0500 (Eastern Standard Time); 1/13/2023 2:41:28 PM; 2023-01-13 20:41:28Z; 170.185.150.17; 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

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