

School Field Trip Packet - Overnight/Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools**Employee: **ELMA SIMPSON**Assigned To: **"Bookkeeper" members at ...**

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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	Elma Simpson
* School/Work site	District Wide
* Date(s) of leave	June 11 - 16, 2023
* Time of departure	06:00 am
* Destination	Washington DC
* Purpose/Rationale for attending	Summer Learning - Sponsoring or taking ten migrant high school students to Washington DC for six-day/5 night educational trip through Close-Up program.
* Number of students involved	10

* 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 Yes

Registration cost 1130

Registration code

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night 529

Number of nights 5

Lodging rate

* Meals Yes

Estimated **total** meal cost

276

Meals/Mileage/Parking/Lodging Code

0002852 0580 311J

✳ Grand total of expenses

28,939.20

***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

The Marion County Schools Migrant Education Program incentive grant will be used to pay the expenses for the educational field trip.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

✳ Faculty member(s) sponsoring trip

Elma Simpson and Wendy Hernandez

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

Summer Learning

✳ Destination name

Washington DC

✳ Destination address

441 4th Street, NW
Washington DC, 20001

✳ Destination phone

202- 225-5330

Lodging name

Crystal Gateway Marriott

Lodging address

1700 Eads St. Arlington, VA

Lodging phone

703-920-3230

✳ Date(s) of trip

June 11 - 16, 2023

✳ Time of departure

06:00 am

✳ Purpose/Educational value

The Migrant Education Program is planning on taking ten high school students to Washington DC for six-day/5 night educational trip through Close-Up program. This will be a great life time opportunity for our students to get a first-hand look at how the American political system works and the role young people play in our government. Students will have the opportunity to make personal connections with the people, institutions, and iconic sites that embody our nation's past and present. Lessons/activities before, during, and after the trip will be aligned/connected to the KYMEP educational goals.

✳ Source of funding for trip

Migrant Education Program I

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

✳ Bill trip expenses to (i.e. Sponsoring organization, school council, Migrant Education Program - Board)

✳ Number of students

10

✳ Number of faculty sponsors

2

✳ Other chaperones

0

* Total number of participants

12

Certified common carrier

Private vehicle, if allowed by policy; specify driver(s)

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

Students List - Washington DC Educational Field Trip.docx

[view](#)

Added 1/25/2023 12:54:00 PM

Add a File

* Have all chaperones undergone the required records check and Yes
been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

* Employee Signature

Signed: **Elma Simpson**

Stamped: Mon Jan 23 2023 12:47:57 GMT-0500 (Eastern Standard Time); 1/23/2023
11:47:57 AM; 2023-01-23 17:47:57Z; 170.185.150.17; Employee - #128 - ELMA
SIMPSON

Approve

Deny

