

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

Organization: **Marion County Public Schools**

Employee: **PHILIP CHATIGNY**

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	1SG Philip Chatigny
* School/Work site	Marion County High School
* Date(s) of leave	27-31 May
* Time of departure	08:00 am
* Destination	Blue Grass Ary Depot
* Purpose/Rationale for attending	JROTC Leadership class
* Number of students involved	10

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

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

Trip is paid for by US Army Cadet Command

Reviewed/Revised: 01/12/2015

09.36 AP.21

* Faculty member(s) sponsoring trip	1SG Philip Chatigny
* Type of trip (i.e. classroom, organization, club, athletic, band)	JROTC
* Destination name	Blue Grass Army Depot
* Destination address	431 Battlefied Hwy. Richmond ky 40475
* Destination phone	5024605580

Lodging name

Lodging address

Lodging phone

* Date(s) of trip	27-31 May
* Time of departure	08:00 am
* Purpose/Educational value	JROTC Leadership Camp
* Source of funding for trip	US Army

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	JROTC
* Number of students	10
* Number of faculty sponsors	2
* Other chaperones	0
* Total number of participants	12

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

jclc.xlsx Added 3/14/2023 9:30:00 AM	view
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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

Blue Grass Army Depot

* Date(s) of trip

27 and 31 May

* Group requesting bus

JROTC

* Purpose of trip

Leadership Camp

* Bus pick-up time

08:00 am

* Bus return time

12:00 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

JROTC

[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.

jclc.xlsx

Added 3/14/2023 9:31:00 AM

[view](#)

* Employee Signature

Signed: **1SG Philip Chatigny**

Stamped: Tue Mar 14 2023 10:31:52 GMT-0400 (Eastern Daylight Time); 3/14/2023 9:31:53 AM; 2023-03-14 14:31:53Z; 170.185.150.17; Employee - #330 - PHILIP CHATIGNY

* Principal Signature

Signed: **Robby Peterson**

Stamped: Tue Mar 21 2023 08:35:35 GMT-0400 (Eastern Daylight Time); 3/21/2023 7:35:35 AM; 2023-03-21 12:35:35Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

* Direct this field trip packet to

Dana.Thomas

* Supervisor Signature

Signed: **Dana Lee Thomas**

Stamped: Tue Mar 21 2023 09:23:40 GMT-0400 (Eastern Daylight Time); 3/21/2023 8:23:40 AM; 2023-03-21 13:23:40Z; 166.196.103.58; User - Dana.Thomas - dana.thomas@marion.kyschools.us

* Field Trip Designee Signature

Signed: **Michael K. Abell**

Stamped: Tue Mar 21 2023 15:59:03 GMT-0400 (Eastern Daylight Time); 3/21/2023 2:59:04 PM; 2023-03-21 19:59:04Z; 170.185.150.17

* Date of Board approval

* Superintendent Signature

Not Signed

Read-Only

Approve

Deny