

May agenda

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

Organization: Marion County Public Schools Employee: TARA WADE
Assigned To: User - kim.hood

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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	Tara Wade
* School/Work site	Marion County High School
* Date(s) of leave	04/17/2023-04/19/2023
* Time of departure	12:00 pm
* Destination	Galt House, Louisville, KY
* Purpose/Rationale for attending	FBLA State Leadership Conference
* Number of students involved	8

* 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) 3

Substitute code Perkins

* Registration Yes

Registration cost 60

Registration code Perkins

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night 178.75

Number of nights 2

Lodging rate Conference Rate

* Meals Yes

*Estimated **total** meal cost* \$80

Meals/Mileage/Parking/Lodging Code Perkins

* Grand total of expenses \$797.50

***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 Tara Wade
- * Type of trip (i.e. classroom, organization, club, athletic, band) FBLA
- * Destination name Galt House
- * Destination address 140 N Fourth St, Louisville, KY 40202
- * Destination phone 502-589-5200
- Lodging name*
- Lodging address*
- Lodging phone*
- * Date(s) of trip 4/17/2023-4/19/2023
- * Time of departure 08:45 am
- * Purpose/Educational value
State Leadership Conference
- * Source of funding for trip Perkins/Business Ed

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

- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Business Ed
- * Number of students 9
- * Number of faculty sponsors 1
- * Other chaperones 0
- * Total number of participants 10
- * Supervision (Attach list of names of students and chaperones)

FBLA State Competition (1).pdf
Added 4/11/2023 11:39:00 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 Galt House

* Date(s) of trip 4/17/23-4/19/23

* Group requesting bus FBLA

* Purpose of trip State Leadership Conference

* Bus pick-up time 08:45 am

* Bus return time 11:00 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 Business Education

[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.

FBLA State Competition (1).pdf [view](#)
Added 4/11/2023 11:41:00 AM

* Employee Signature

Signed: **Tara Wade**
Stamped: Tue Mar 07 2023 14:59:58 GMT-0500 (Eastern Standard Time); 3/7/2023 1:59:58 PM; 2023-03-07 19:59:58Z; 170.185.150.17; Employee - #356 - TARA WADE

* Principal Signature

Signed: **Robby Peterson**
Stamped: Tue Apr 11 2023 12:46:39 GMT-0400 (Eastern Daylight Time); 4/11/2023 11:46:39 AM; 2023-04-11 16:46:39Z; 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