# May

## 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

**Show History** 

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.



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.)

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

3

Yes

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, FBLA athletic, band)

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.

Rill 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)

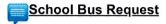
FBLA State Competition (1).pdf Added 4/11/2023 11:39:00 AM

view

Add a File

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

Reviewed/Revised: 01/12/15



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 Destination Galt House Date(s) of trip 4/17/23-4/19/23 Group requesting bus **FBLA** Purpose of trip State Leadership Conference Rus pick-up time 08:45 am Bus return time 11:00 am \* When transporting items that cannot be held in Under storage will not be required lap of students, under storage will be required to store these items. Account to be charged **Business Education** Blank Student List Template Reaculty 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 Field Trip Designee Signature Not Signed Date of Board approval Superintendent Signature

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

Approve Deny

Number transported

Driver Signature/Date