

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

Organization: **Marion County Public Schools**

Employee: **Makenzie Thomas**

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	Makenzie Thomas
* School/Work site	Marion County High School
* Date(s) of leave	July 3-7, 2023
* Time of departure	9:00 am
* Destination	KY Leadership Training Center: Hardinsburg, KY
* Purpose/Rationale for attending	Allow students to attend KY Leadership Camp
* Number of students involved	15

* 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 Makenzie Thomas/Trevor Sweet
* Type of trip (i.e. classroom, organization, club, athletic, band) FFA
* Destination name KY Leadership Training Center
* Destination address 111 FFA Camp Road Hardinsburg, KY
* Destination phone 270-756-2301

Lodging name

Lodging address

Lodging phone

* Date(s) of trip July 3-7, 2023
* Time of departure 9:00 am
* Purpose/Educational value
Allow students to attend KY Leadership Camp
* Source of funding for trip FFA

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) FFA
* Number of students 15
* Number of faculty sponsors 2
* Other chaperones 0
* Total number of participants 17
* Supervision (Attach list of names of students and chaperones)

30018.xlsx

Added 5/2/2023 1:28:00 PM

[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 (Sweet will drive)

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

* Destination Hardinsburg KY

* Date(s) of trip July 3-7, 2023

* Group requesting bus FFA

* Purpose of trip FFA

* Bus pick-up time 9:00 am

* Bus return time 02:00 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 FFA

[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.

30018.xlsx

Added 5/2/2023 1:28:00 PM

[view](#)

* Employee Signature

Signed: **Makenzie Thomas**

Stamped: Tue May 02 2023 14:28:18 GMT-0400 (Eastern Daylight Time); 5/2/2023 1:28:19 PM; 2023-05-02 18:28:19Z; 170.185.150.17; Employee - #668 - Makenzie Thomas

* Principal Signature

Signed: **Robby Peterson**

Stamped: Wed May 03 2023 13:49:51 GMT-0400 (Eastern Daylight Time); 5/3/2023 12:49:51 PM; 2023-05-03 17:49:51Z; 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