

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

Organization: **Marion County Public Schools**

Employee: **Chastity Gribbins**

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	chastity gribbins
* School/Work site	Marion County ATC
* Date(s) of leave	June 21-24
* Time of departure	06:00 am
* Destination	
2201 N. Stemmons FWY Dallas Tx 75207	
* Purpose/Rationale for attending	
International Leadership Conference	
* Number of students involved	2

\* 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 Yes

*Registration cost* 90.00

*Registration code*

\* Mileage No

*Number of miles*

*Number of days*

\* Lodging Yes

*Cost per night* 197.00

*Number of nights* 4

*Lodging rate*

\* Meals Yes

*Estimated **total** meal cost* 368.00

*Meals/Mileage/Parking/Lodging Code*

\* Grand total of expenses 1,348.00

**\*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

09.36 AP.21

* Faculty member(s) sponsoring trip	Appointed Advisor/ Parent
* Type of trip (i.e. classroom, organization, club, athletic, band)	Club
* Destination name	ILC Dallas Texas
* Destination address	2201 N. Stemmons FWY Dallas Texas
* Destination phone	214-748-1200
<i>Lodging name</i>	Hilton Anatole
<i>Lodging address</i>	2201 N. Stemmons FWY Dallas TX 75207
<i>Lodging phone</i>	214-748-1200
* Date(s) of trip	June 21- June 24
* Time of departure	06:00 am
* Purpose/Educational value	
Multiple leadership sessions and Educational symposiums	
* Source of funding for trip	HOSA MCATC- Fundraising
<i>No student shall be denied the trip because of the inability to pay.</i>	
* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Marion County Area Technology Center
* Number of students	2
* Number of faculty sponsors	1
* Other chaperones	2
* Total number of participants	3
* Supervision (Attach list of names of students and chaperones)	

ILC 23.docx [view](#)  
Added 3/28/2023 8:51:00 AM

Add a File

\* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? No

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 0

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

\* Destination 2201 N. Stemmons  
FWY Dallas TX 75207

\* Date(s) of trip june 21-25

\* Group requesting bus MCATC

\* Purpose of trip International  
Leadership Conference

\* Bus pick-up time 09:54 am

\* Bus return time 09:54 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 MCATC HOSA

[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.

ILC 23.docx

Added 3/28/2023 8:53:00 AM

[view](#)

\* Employee Signature

Signed:**chastity gribbins**

Stamped:Tue Mar 28 2023 09:52:56 GMT-0400 (Eastern Daylight Time);3/28/2023 8:52:56 AM;2023-03-28 13:52:56Z;170.185.150.17;Employee - #670 - Chastity Gribbins

\* Principal Signature

Signed:**Christina McRay**

Stamped:Mon Apr 10 2023 11:28:29 GMT-0400 (Eastern Daylight Time);4/10/2023 10:28:29 AM;2023-04-10 15:28:29Z;170.185.150.17;Employee - #23 - CHRISTINA MCRAY

\* Direct this field trip packet to

Dana.Thomas

\* Supervisor Signature

Signed:**Dana Lee Thomas**

Stamped:Mon Apr 10 2023 16:36:34 GMT-0400 (Eastern Daylight Time);4/10/2023 3:36:34 PM;2023-04-10 20:36:34Z;170.185.150.17;User - Dana.Thomas - dana.thomas@marion.kyschools.us

\* Field Trip Designee Signature

Signed:**Michael K. Abell**

Stamped:Tue Apr 11 2023 08:24:32 GMT-0400 (Eastern Daylight Time);4/11/2023 7:24:32 AM;2023-04-11 12:24:32Z;170.185.150.17

\* Date of Board approval

\* Superintendent Signature

Not Signed Read-Only

**Approve**

**Deny**