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

Organization: Marion County Public Schools

Employee: DAVID HIBBARD

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

David Hibbard

School/Work site

Marion County High School

Date(s) of leave

July 28-30, 2023

Time of departure

04:00 pm

Destination

Bluegrass State Games

* Purpose/Rationale for attending

To play in the BGSG

Number of students involved

10

Substitute needed (please remember to enter your absence in Aesop, 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.

606-273-4578

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

* Faculty member(s) sponsoring trip David Hibbard

** Type of trip (i.e. classroom, organization, club, Athletic athletic, band)

Destination name
Lexington Christian Academy

★ Destination address Lexington, KY

Lodging name

Destination phone

Lodging address 574 Tingle Lane

Lodging phone 8594815044

★ Date(s) of trip
July 28-30, 2023

★ Time of departure 04:00 pm

Purpose/Educational value

To play in the Bluegrass State Games

Source of funding for trip 5151918 0898

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

Number of students 10

Number of faculty sponsors
1

☆ Total number of participants

13

Supervision (Attach list of names of students and chaperones)

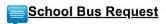
Copy of 23 Roster - Sheet1.pdf Added 6/19/2023 12:39:00 PM

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 Yes *If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus. Destination Lexington Christian Academy Date(s) of trip July28-30, 2023 Group requesting bus MCHS Volleyball Purpose of trip Bluegrass State Games Bus pick-up time 04:00 pm Bus return time 12:00 pm Required when transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items. Account to be charged 51519180898 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. Copy of 23 Roster - Sheet1.pdf view Added 6/19/2023 12:40:00 PM Employee Signature Signed: David Hibbard Stamped: Mon Jun 19 2023 13:39:48 GMT-0400 (Eastern Daylight Time);6/19/2023 12:39:48 PM;2023-06-19 17:39:48Z;170.185.150.17;Employee - #339 - DAVID HIBBARD 🗱 Principal Signature Signed: Robby Peterson Stamped: Mon Jun 26 2023 08:35:02 GMT-0400 (Eastern Daylight Time);6/26/2023 7:35:02 AM;2023-06-26 12:35:02Z;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

This section is to be completed by the Transportation Director.

Superintendent Signature

Not Signed

*	Bus number
*	Driver
*	Driver wage
*	Transportation Director Signature/Date
	is section is to be completed by the driver and filed in the Transportation Director's office upon mpletion of the above trip.
*	Ending odometer reading
釜	Beginning odometer reading
*	Total miles
*	Number transported
*	Driver Signature/Date

Approve Deny