

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

Organization: **Marion County Public Schools**

Employee: **JARROD FENWICK**

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	Jarrold Fenwick
* School/Work site	Marion County High School
* Date(s) of leave	July 9, 14, 16, 21, 23, 28
* Time of departure	03:00 pm
* Destination	Morehead State University
* Purpose/Rationale for attending	GEARUP KY Summer Academy
* Number of students involved	5

* 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 Yes

Number of miles 260

Number of days 7

* 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 3,000

***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

The bus will take a round trip to Morehead State University each time.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

* Faculty member(s) sponsoring trip Jarrod Fenwick
* Type of trip (i.e. classroom, organization, club, athletic, band) GEARUP KY
* Destination name Morehead State University
* Destination address 150 University Blvd, Morehead, KY 40351
* Destination phone +18005856781

Lodging name

Lodging address

Lodging phone

* Date(s) of trip July 9, 14, 16, 21, 23, 28
* Time of departure 03:00 pm
* Purpose/Educational value
GEARUP KY Summer Academy
* Source of funding for trip 515 2165 0894 614J

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) GEARUP KY
* Number of students 7
* Number of faculty sponsors 1
* Other chaperones 1
* Total number of participants 10
* Supervision (Attach list of names of students and chaperones)

GEARUP KY Summer Academy Bus Roster.docx

Added 6/15/2023 10:04:00 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 Morehead State University

* Date(s) of trip July 9, 14, 16, 21, 23, 28

* Group requesting bus GEARUP KY

* Purpose of trip GUK Summer Academy

* Bus pick-up time 03:00 pm

* Bus return time 08:00 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 515 2165 0894 614J

[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.

GEARUP KY Summer Academy Bus Roster.docx
Added 6/15/2023 10:07:00 AM

[view](#)

* Employee Signature

Signed: **Jarrold Fenwick**

Stamped: Thu Jun 15 2023 11:07:07 GMT-0400 (Eastern Daylight Time); 6/15/2023 10:07:07 AM; 2023-06-15 15:07:07Z; 98.18.33.198; Employee - #730 - JARROLD FENWICK

* Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Jun 26 2023 08:35:20 GMT-0400 (Eastern Daylight Time); 6/26/2023 7:35:20 AM; 2023-06-26 12:35:20Z; 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