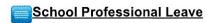
School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: Makenzie Thomas

Assigned To: User - kim.hood

Show History

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



03.125 AP.21

★ School/Work site

Marion County High School

★ Date(s) of leave November 16-17

☆ Time of departure 03:30 pm

* Destination

Murray State University

Purpose/Rationale for attending Students will participate in the State Vet Science Career Development Event

Number of students involved

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not

required.)

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

Substitute code LAVEC

Registration No

Registration cost

Registration code

Number of miles

Number of days

₩ Lodging Yes

Cost per night

Number of nights

Lodging rate

₩ Meals Yes

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses 300

*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

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

FFA

₩ Destination name

Murray State University

Destination address

2101 College Farm Rd, Murray, KY 42071

Destination phone

(270) 809-3125

Lodging name

Lodging address

Lodging phone

₩ Date(s) of trip

November 16-17, 2023

Time of departure

03:30 pm

* Purpose/Educational value

Students will participate in the State Vet Science Career Development Event

Source of funding for trip

LAVEC

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

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

LAVEC

Number of students

4

Number of faculty sponsors

1

Other chaperones

Λ

* Total number of participants

U

Yes

Supervision (Attach list of names of students and chaperones)

Vet Science CDE Field Trip.xlsx Added 8/2/2023 9:28:00 AM view

Add a File

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

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

SUV

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

Destination

Murray State University

Date(s) of trip

Nov 16-17, 2023

Group requesting bus

FFA

Purpose of trip

Vet Contest

Rus pick-up time

03:30 pm

Bus return time

05:00 pm

🗩 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

LAVEC

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.

Vet Science CDE Field Trip.xlsx Added 8/2/2023 9:28:00 AM

view

Employee Signature

Signed: Makenzie Thomas

Stamped: Wed Aug 02 2023 10:28:30 GMT-0400 (Eastern Daylight Time);8/2/2023 9:28:30 AM;2023-08-02 14:28:30Z;170.185.150.17; Employee - #668 - Makenzie Thomas

Principal Signature

Signed: Robby Peterson

Stamped: Thu Aug 03 2023 11:08:14 GMT-0400 (Eastern Daylight Time);8/3/2023 10:08:15 AM; 2023-08-03 15:08:15Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

- Report this field trip packet to
- Supervisor Signature

🟶 Field Trip Designee Signature

- Date of Board approval
- Superintendent Signature

This section is to be completed by the Transportation Director.

Bus number

Driver

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