

## 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 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	November 1-3, 2023
* Time of departure	8:30 am
* Destination	Indianapolis, Indiana
* Purpose/Rationale for attending	National FFA Convention
* Number of students involved	30

\* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) Yes

*Number of days (Avg. \$100 a day)* 600

*Substitute code* Perkins

\* Registration Yes

*Registration cost* 80

*Registration code* Perkins

\* Mileage No

*Number of miles*

*Number of days*

\* Lodging No

*Cost per night*

*Number of nights*

*Lodging rate*

\* Meals Yes

*Estimated **total** meal cost* 100

*Meals/Mileage/Parking/Lodging Code*

\* Grand total of expenses 780

**\*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 Indianapolis, IN  
\* Destination address 100 S Capitol Ave, Indianapolis, IN 46225  
\* Destination phone (317) 262-3400

*Lodging name*

*Lodging address*

*Lodging phone*

\* Date(s) of trip November 1-3, 2023  
\* Time of departure 8:30 am  
\* Purpose/Educational value  
Students will attend National FFA Convention, participate in industry tours and National Day of Service.  
\* Source of funding for trip FFA/Perkins

*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 30  
\* Number of faculty sponsors 2  
\* Other chaperones 0  
\* Total number of participants 32

\* Supervision (Attach list of names of students and chaperones)

National Convention Field Trip.xlsx

[view](#)

Added 8/2/2023 9:21:00 AM

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 Indianapolis, IN


 Date(s) of trip Nov 1-3, 2023

 Group requesting bus FFA

 Purpose of trip National Convention


 Bus pick-up time 8:00 am

 Bus return time 05:00 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.

National Convention Field Trip.xlsx  
Added 8/2/2023 9:21:00 AM

[view](#)

 Employee Signature

Signed:**Makenzie Thomas**

Stamped:Wed Aug 02 2023 10:21:11 GMT-0400 (Eastern Daylight Time);8/2/2023 9:21:11 AM;2023-08-02 14:21:11Z;170.185.150.17;Employee - #668 - Makenzie Thomas

 Principal Signature

Signed:**Robby Peterson**

Stamped:Thu Aug 03 2023 11:08:27 GMT-0400 (Eastern Daylight Time);8/3/2023 10:08:28 AM;2023-08-03 15:08:28Z;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**