

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

Organization: **Marion County Public Schools**      Employee: **Trevor Sweet**  
Assigned To: **User - Dana.Thomas**

**Warning: You are not the assigned user for this stage.**

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**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	Trevor Sweet
* School/Work site	Marion County High School
* Date(s) of leave	9/15-16/23
* Time of departure	02:30 pm
* Destination	Kentucky FFA LTC
* Purpose/Rationale for attending	Students attending Rising Sun Leadership Conference
* Number of students involved	2

\* Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)      No

*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.

Notes

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

- \* Faculty member(s) sponsoring trip Trevor Sweet
- \* Type of trip (i.e. classroom, organization, club, athletic, band) FFA
- \* Destination name KY FFA LTC
- \* Destination address 111 Ffa Camp Rd,  
Hardinsburg, KY 40143
- \* Destination phone (270) 756-2301
- Lodging name*
- Lodging address*
- Lodging phone*
- \* Date(s) of trip 9/15-16/23
- \* Time of departure 02:30 pm
- \* Purpose/Educational value  
Students attending Rising Sun Leadership Conference
- \* Source of funding for trip Marion County FFA

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

- \* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Marion County FFA
- \* Number of students 2
- \* Number of faculty sponsors 1
- \* Other chaperones 0
- \* Total number of participants 3
- \* Supervision (Attach list of names of students and chaperones)

Rising Sun Trip.docx [view](#)  
 Added 8/2/2023 1:57:00 PM

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- Van or Suburban

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

\* Destination Kentucky FFA LTC

\* Date(s) of trip 9/15-16

\* Group requesting bus Marion County FFA

\* Purpose of trip Attending Conference

\* Bus pick-up time 02:30 pm

\* Bus return time 01:00 pm

\* When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will not be required

\* Account to be charged Marion County 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.

Rising Sun Trip.docx [view](#)  
Added 8/2/2023 1:57:00 PM

\* Employee Signature

Signed: **Trevor Sweet**  
Stamped: Wed Aug 02 2023 15:04:52 GMT-0400 (Eastern Daylight Time); 8/2/2023 2:04:53 PM; 2023-08-02 19:04:53Z; 170.185.150.17; Employee - #788 - Trevor Sweet

\* Principal Signature

Signed: **Robby Peterson**  
Stamped: Thu Aug 03 2023 11:07:13 GMT-0400 (Eastern Daylight Time); 8/3/2023 10:07:13 AM; 2023-08-03 15:07:13Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

\* Direct this field trip packet to Dana.Thomas

\* Supervisor Signature

[Click to Digitally Sign](#)

**Approve**

**Deny**

