

School Field Trip Packet - Overnight Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools** Employee: **JAMIE BROWN**

Assigned To: **User - kim.hood**

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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	Jamie Brown
* School/Work site	Marion County High School
* Date(s) of leave	June 14-19, 2024
* Time of departure	07:00 am
* Destination	Savannah, Georgia
* Purpose/Rationale for attending participation in the National Beta Convention	
* Number of students involved	25

* 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

Our participant list is not completely confirmed yet because the ongoing virtual Beta convention that will not end until March 22. We would like pre-approval of the trip so that we can book a charter bus as soon as we have participant confirmation in late March because of our registration deadlines in April. All parent chaperones will go through background checks in April.

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

* Faculty member(s) sponsoring trip Jamie Brown, Sterling Newton, Erin Benton, Seidina Conley

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

* Destination name Savannah International Convention Center

* Destination address 1 International Drive, Savannah, GA

* Destination phone 912-447-4000

Lodging name Courtyard Savannah Midtown

Lodging address 6703 Abercorn St, Savannah, GA 31405

Lodging phone 912-354-7878

* Date(s) of trip June 14-19, 2024

* Time of departure 07:00 am

* Purpose/Educational value participating in the National Beta Convention academic, arts and performing arts events as well as team competitions

* Source of funding for trip student/club fundraising

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) MCHS Activity-Beta Club

* Number of students 25

* Number of faculty sponsors 4

* Other chaperones 4

* Total number of participants 33

Certified common carrier Gold Shield Transportation

Private vehicle, if allowed by policy; specify driver(s)

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

MCHS Beta Nationals Participants List-Savannah GA June 14-19 2024.docx

[view](#)

Added 1/31/2024 6:20:00 PM

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? No

Reviewed/Revised: 01/12/15

* Employee Signature

Signed: **Jamie L. Brown**

Stamped: Wed Jan 31 2024 19:18:51 GMT-0500 (Eastern Standard Time); 1/31/2024 6:18:51 PM; 2024-02-01 00:18:51Z; 74.132.57.193; Employee - #321 - JAMIE BROWN

* Principal Signature

Signed: **Robby Peterson**

Stamped: Thu Feb 01 2024 08:34:19 GMT-0500 (Eastern Standard Time); 2/1/2024 7:34:19 AM; 2024-02-01 13:34:19Z; 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

Approve

Deny

