## School Field Trip Packet - OvernightGreater than 100 miles without District Transportation

Organization: Marion County Public Schools Employee: JAMIE BROWN

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.

School Professional Leave

03.125 AP.21

★ School/Work site

Marion County High School

★ Date(s) of leave
June 14-19, 2024

★ Time of departure 07:00 am

DestinationSavannah, 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.)

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

Substitute code

★ Registration No.

Registration cost

Registration code

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, club

athletic, band)

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 MCHS Activity-Beta Club organization, school council, Board)

Number of students
25

Number of faculty sponsors

Other chaperones

Total number of participants
33

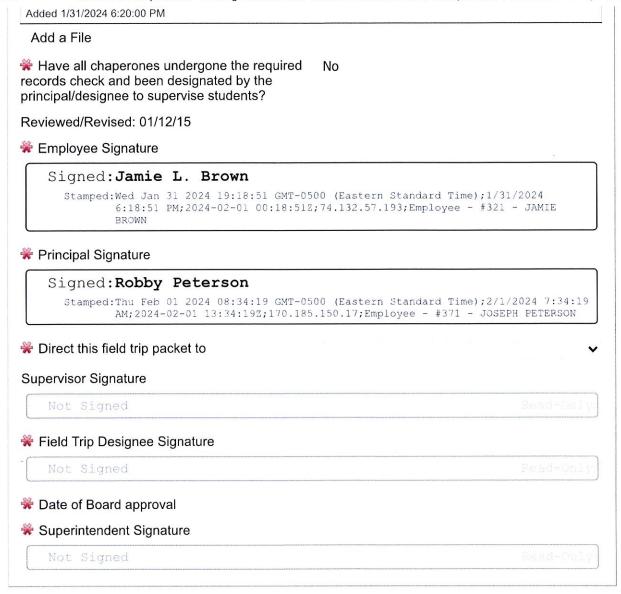
Certified common carrier Gold Shield Transportation

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



**Approve** 

Deny