

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

Organization: **Marion County Public Schools** Employee: **KIMBERLY HARDIN**

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	Kim Hardin
* School/Work site	Marion County High School
* Date(s) of leave	March 10-11
* Time of departure	11:00 am
* Destination	Louisville, KY Galt House
* Purpose/Rationale for attending	Compete in Quick Recall at the Governor's Cup
* Number of students involved	8

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

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

Substitute code

* Registration No

Registration cost

Registration code

* Mileage No

Number of miles

Number of days

* Lodging Yes

Cost per night 600.00

Number of nights 1

Lodging rate Regular Rate

* Meals No

*Estimated **total** meal cost*

Meals/Mileage/Parking/Lodging Code BOE

* Grand total of expenses 600.00

***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

09.36 AP.21

- * Faculty member(s) sponsoring trip Kim Hardin
- * Type of trip (i.e. classroom, organization, club, athletic, band) competition
- * Destination name Galt House
- * Destination address 140 N Fourth St, Louisville, KY 40202
- * Destination phone (502) 589-5200
- Lodging name* The Galt House
- Lodging address* 140 N Fourth St, Louisville, KY 40202
- Lodging phone* (502) 589-5200
- * Date(s) of trip March 10-11
- * Time of departure 11:00 am
- * Purpose/Educational value
The MCHS Academic Team is competing at the State Governor's Cup
- * Source of funding for trip BOE
- No student shall be denied the trip because of the inability to pay.*
- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board) BOE
- * Number of students 8
- * Number of faculty sponsors 2
- * Other chaperones 0
- * Total number of participants 10
- * Supervision (Attach list of names of students and chaperones)

bus list 3_10.pdf

Added 2/26/2024 7:20:00 AM

[view](#)

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
- *If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*
- * Destination Louisville, KY The Galt House
- * Date(s) of trip March 10-11
- * Group requesting bus MCHS Academic Team
- * Purpose of trip compete in state finals
- * Bus pick-up time 11:00 am
- * Bus return time 12:00 am
- * 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 5151918 0898

[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.

bus list 3_10.pdf Added 2/26/2024 7:22:00 AM	view
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* Employee Signature

Signed: Kim Hardin

Stamped: Mon Feb 26 2024 08:38:20 GMT-0500 (Eastern Standard Time); 2/26/2024 7:38:21 AM; 2024-02-26 13:38:21Z; 170.185.150.17; Employee - #368 - KIMBERLY HARDIN

* Principal Signature

Signed: Robby Peterson

Stamped: Thu Feb 29 2024 09:25:31 GMT-0500 (Eastern Standard Time); 2/29/2024 8:25:32 AM; 2024-02-29 14:25:32Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

* Direct this field trip packet to Dana.Thomas

* Supervisor Signature

Signed: Dana Lee Thomas

Stamped: Thu Feb 29 2024 14:22:21 GMT-0500 (Eastern Standard Time); 2/29/2024 1:22:21 PM; 2024-02-29 19:22:21Z; 170.185.150.17; User - Dana.Thomas - dana.thomas@marion.kyschools.us

* Field Trip Designee Signature

Signed: Michael K. Abell

Stamped: Thu Feb 29 2024 14:27:44 GMT-0500 (Eastern Standard Time); 2/29/2024 1:27:44 PM; 2024-02-29 19:27:44Z; 170.185.150.17

* Date of Board approval

