

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

Organization: **Marion County Public Schools**      Employee: **JESSICA JOHNSON**

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	Jessica Johnson
* School/Work site	Marion County High School
* Date(s) of leave	June 28-July 4, 2024
* Time of departure	08:00 am
* Destination	Seattle, Washington
* Purpose/Rationale for attending	National FCCLA Conference, State Officer (Kaitlyn McCrosky) must attend.
* Number of students involved	1

\* 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      Yes

*Registration cost*      225.00

*Registration code*      Lavec

\* Mileage      No

*Number of miles*

*Number of days*

\* Lodging      Yes

*Cost per night*      301.00

*Number of nights*      6

*Lodging rate*      Conference Rate

\* Meals      Yes

*Estimated **total** meal cost*      \$322.00

*Meals/Mileage/Parking/Lodging Code*      Lavec \$

\* Grand total of expenses \$3250

\*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

Student's father will transport to and from airport. Total expenses also includes airplane ticket and transportation to and from hotel.

Reviewed/Revised: 01/12/2015

 **School-Related Student Trip Request Form**

09.36 AP.21

\* Faculty member(s) sponsoring trip Jessica Johnson

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

\* Destination name Seattle, Washington

\* Destination address 1635 8th Avenue Seattle , WA 98101

\* Destination phone 12066951234

*Lodging name* Hyatt at Olive 8

*Lodging address* 1635 8th Avenue Seattle , WA 98101

*Lodging phone* 12066951234

\* Date(s) of trip June 28-July 4, 2024

\* Time of departure 08:00 am

\* Purpose/Educational value National FCCLA Convention

\* Source of funding for trip Lavec

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

\* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) Board/Lavec

\* Number of students 1

\* Number of faculty sponsors 1

\* Other chaperones 0

\* Total number of participants 2

Certified common carrier

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

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

National Convention.docx [view](#)  
Added 4/3/2024 9:48:00 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

\* Employee Signature

Signed: **Jessica Johnson**  
Stamped: Wed Apr 03 2024 22:48:15 GMT-0400 (Eastern Daylight Time); 4/3/2024 9:47:58 PM; 2024-04-04 02:47:58Z; 184.56.188.160; Employee - #346 - JESSICA JOHNSON

\* Principal Signature

Signed: **Robby Peterson**  
Stamped: Mon Apr 08 2024 08:22:06 GMT-0400 (Eastern Daylight Time); 4/8/2024 7:22:06 AM; 2024-04-08 12:22:06Z; 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**

