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

Organization: Marion County Public Schools Employee: JESSICA JOHNSON

Assigned To: User - kim.hood

**Show History** 

Remove Applicants or Employees

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

1

School Professional Leave

03.125 AP.21

₩ Employee Name

Jessica Johnson

### Description

Jessica Johnson

### Description

Jessica Johnson

J

★ 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

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 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 <u>total</u> 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

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

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

Representation 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 Board/Lavec organization, school council, Board)

Number of students

Number of faculty sponsors
1

Total number of participants
2

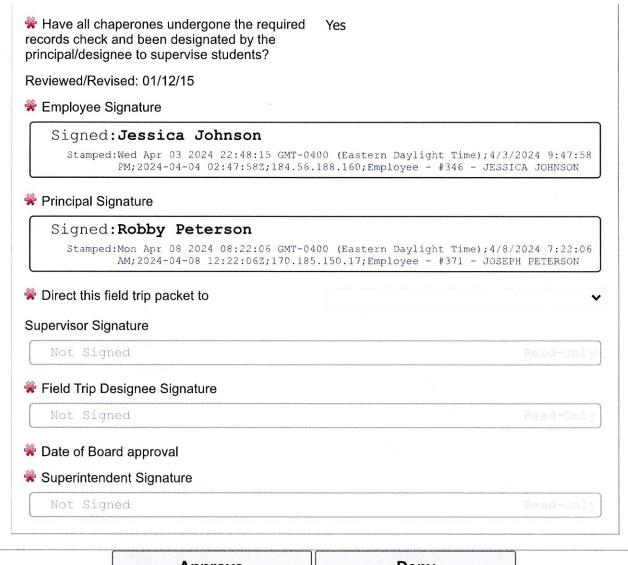
Certified common carrier

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

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

National Convention.docx Added 4/3/2024 9:48:00 PM view

Add a File



**Approve** 

Deny

