

School Professional Leave

Organization: **Marion County Public Schools**Employee: **Makenzie Thomas**Assigned To: **User - kim.hood**[Show History](#)[Remove Applicants or Employees](#)

✳ Employee Name	Makenzie Thomas
✳ School/Work Site	Marion County High School
✳ Date(s) of leave	October 22-26, 2024
✳ Time of departure	06:00 pm
✳ Destination	National FFA Convention: Indianapolis, IN Industry Tours: Fair Oaks, IN and Porter, IN
✳ Purpose/Rationale for attending	Tuesday/Wednesday: I will be with Adam Blanford and his mother as he competes in the National FFA Creed Speaking Contest. Wednesday Evening-Saturday: I will be with the remaining chapter members who are attending convention. Students will be at convention on Thursday and participate in industry tours on Friday and Saturday
✳ Number of students involved	19

✳ Substitute needed	Yes
<i>Number of days (Avg. \$125 a day)</i>	3
<i>Substitute Code</i>	LAVEC

✳ Registration	No
<i>Registration cost</i>	
<i>Registration code</i>	

✳ Mileage	Yes
<i>Number of miles</i>	670
<i>Number of days</i>	5

✳ Lodging	No
<i>Cost per night</i>	
<i>Number of nights</i>	
<i>Lodging rate</i>	

✳ Meals	Yes
<i>Estimated total meal cost</i>	160
<i>Meals/Mileage/Parking/Lodging Code</i>	PERKINS

✳ Grand total of expenses	1071
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***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. Maximum mileage for common locations: Bowling Green: 215, Frankfort: 125, Lexington: 135, Louisville: 140.

Notes

✳ Employee Signature

Signed: **Makenzie Thomas**

Stamped: Mon Sep 23 2024 09:01:36 GMT-0400 (Eastern Daylight Time); 9/23/2024 8:01:36 AM; 2024-09-23 13:01:36Z; 170.185.150.217; Employee - #668 - Makenzie Thomas

By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

✳ Principal Signature

Signed: **Robby Peterson**

Stamped: Mon Oct 14 2024 10:06:07 GMT-0400 (Eastern Daylight Time); 10/14/2024 9:06:08 AM; 2024-10-14 14:06:08Z; 170.185.150.186; Employee - #371 - JOSEPH PETERSON

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Direct this professional leave to

Superintendent/Designee Signature

Not Signed

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Reviewed/Revised: 07/2023

Approve

Deny