# School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: WILLIAM SMITH

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 West Marion Elementary School

♣ Date(s) of leave 1-14-25

★ Time of departure 6:00 am

Destination

Central Bank Center Lexington Ky

Purpose/Rationale for attending

State BETA convention

Number of students involved
70

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 2

Substitute code

★ Registration No

Registration cost

Registration code

₩ Mileage No

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

 \*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



# School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip Will Smith & April Montgomery

🏶 Type of trip (i.e. classroom, organization, club, 🛮 BETA athletic, band)

🏶 Destination name Central Bank Center

Destination address West Vine Street Lexington KY 40507

🏶 Destination phone 859-233-4567

Lodging name Downtown Lexington Hilton

Lodging address 369 West Vine Street Lexington Ky 40507

Lodging phone 859-309-6558

🏶 Date(s) of trip 1-14-25 / 1-15-25

🏶 Time of departure 6:00 am

🏶 Purpose/Educational value

**BETA Convention** 

Source of funding for trip **BETA** 

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

Representation Bill trip expenses to (i.e. Sponsoring) **BETA** organization, school council, Board)

Number of students 50

2 Number of faculty sponsors

Other chaperones 29

Total number of participants 81

Supervision (Attach list of names of students and chaperones)

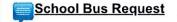
45157.xlsx

Add a File

🏶 Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

Added 12/28/2024 11:10:00 AM



view

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

Downtown Lexington Hilton

Date(s) of trip

1-14-25 / 1-15-25

Group requesting bus

**BETA** wmes

Purpose of trip

**BETA Convention** 

Rus pick-up time

6:00 am

Rus return time

3:00 pm

When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

BETA

Account to be charged

# 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.

30018.xlsx

view

Added 12/28/2024 11:05:00 AM

# \* Employee Signature

## Signed: Will Smith

Stamped:Sat Dec 28 2024 12:12:35 GMT-0500 (Eastern Standard Time);12/28/2024 11:12:35 AM;2024-12-28 17:12:35Z;74.132.54.13;Employee - #421 - WILLIAM SMITH

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: Daniel Mattingly

Stamped: Tue Jan 07 2025 11:58:40 GMT-0500 (Eastern Standard Time);1/7/2025 10:58:40 AM;2025-01-07 16:58:40Z;166.196.82.122; Employee - #331 - JOSEPH MATTINGLY

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.

Direct this field trip packet to

V

Supervisor Signature

Not Signed

Read-Only

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# \* Field Trip Designee Signature

Not Signed

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- \* Date of Board approval
- \* Superintendent Signature

Not Signed

Read-Only

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This section is to be completed by the Transportation Director.

- Rus number
- Driver
- Driver wage
- \* Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- Ending odometer reading
- \* Beginning odometer reading
- Total miles
- \* Number transported
- Driver Signature/Date

**Approve** 

Deny

# School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: Kirsten Bickett

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

Employee Name
Kirsten Bickett

★ School/Work site

Calvary Elementary School

\* Date(s) of leave 01/14/2025 - 01/15/2025

★ Time of departure 08:30 am

Destination

Kentucky State Beta Convention; Hilton Lexington/Downtown

Purpose/Rationale for attending

Calvary Elementary School Beta club attending state Beta convention

Number of students involved 45

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day) 4

Substitute code CES Beta Account

Registration Yes

Registration cost 1350.00

Registration code CES Beta Account

₩ Mileage Yes

Number of miles 138

Number of days 2

★ Lodging Yes

Cost per night 1812.00

Number of nights 1

Lodging rate Conference Rate

Estimated <u>total</u> meal cost 816.70

Meals/Mileage/Parking/Lodging Code CES Beta Account

☆ Grand total of expenses 4,378.70

\*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**

Would prefer to have Mike Maupin for the bus driver

Reviewed/Revised: 01/12/2015

# School-Related Student Trip Request Form

#### 09.36 AP.21

\* Faculty member(s) sponsoring trip

Kirsten Bickett & Breanna Gilpin

Type of trip (i.e. classroom, organization, club,

Beta Club

athletic, band)

Destination name

Hilton Lexington/Downtown

Destination address

369 West Vine Street, Lexington, KY 40507

Destination phone

859-231-9000

Lodging name

Lodging address

Lodging phone

Date(s) of trip

01/14/2025 - 01/15/2025

Time of departure

08:30 am

Purpose/Educational value Kentucky State Beta Convention

\* Source of funding for trip

**CES Beta Account** 

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

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

Calvary Elementary Beta Club

Number of students

45

Number of faculty sponsors

Kirsten Bickett, Breanna Gilpin

Other chaperones

Ashley Clark, Olivia Raley

Total number of participants

49

Yes

Supervision (Attach list of names of students and chaperones)

Beta Roster for 24\_25.docx Added 12/18/2024 7:01:00 AM view

## Add a File

\* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

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 Hilton Lexington/Downtown

☆ Group requesting bus

Calvary Elementary Beta Club

Purpose of trip
State Beta Convention

₩ Bus pick-up time 08:30 am

When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

\* Account to be charged

**CES Beta Account** 

## **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.

Beta Roster for 24\_25.docx Added 12/18/2024 6:59:00 AM

view

## Employee Signature

## Signed: Kirsten L. Bickett

Stamped: Thu Nov 21 2024 10:25:10 GMT-0500 (Eastern Standard Time);11/21/2024 9:25:11 AM;2024-11-21 15:25:11Z;170.185.150.219; Employee - #710 - Kirsten Bickett

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: Paul Terrell

Stamped: Thu Dec 19 2024 08:33:26 GMT-0500 (Eastern Standard Time);12/19/2024 7:33:26 AM;2024-12-19 13:33:26Z;170.185.150.208; Employee - #275 - PAUL TERRELL

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.

Direct this field trip packet to

# Supervisor Signature

Not Signed

Read-Only

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# \* Field Trip Designee Signature

Not Signed

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- \* Date of Board approval
- Superintendent Signature

Not Signed

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This section is to be completed by the Transportation Director.

- Bus number
- \* Driver
- 🏶 Driver wage
- Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- \* Ending odometer reading
- Beginning odometer reading
- Total miles
- Number transported
- ₩ Driver Signature/Date

**Approve** 

Deny