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

Organization: Marion County Public Schools Employee: MATTHEW THOMAS

Assigned To: "Bookkeeper" members at "Hugh ... Warning: You are not the assigned user for this stage.

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.

School Professional Leave

03.125 AP.21

★ School/Work site

Marion County High School

₩ Date(s) of leave 12/27/25-12/29-25

★ Time of departure 12:00 pm

Destination Name & Address

Bath County Christmas Tournament (645 Chenault Dr, Owingsville, KY 40360) Staying at Bluegrass Barndominium in Mt. Sterling

Purpose/Rationale for attending Basketball Christmas Tournament

₩ Number of students involved
23

Substitute needed (please remember to enter your absence in No Aesop, 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

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

0

*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

2

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

Athletics

Destination name

Bath County High School

Destination address

645 Chenault Dr, Owingsville,

KY 40360

Destination phone

6066746325

Lodging name

Lodging address

Lodging phone

Date(s) of trip

12/27/25-12/29-25

Time of departure

12:00 pm

Purpose/Educational value

Christmas Tournament

Source of funding for trip

Booster Club / Athletics

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

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

Number of students

19

Number of faculty sponsors

2

Other chaperones

Coaches (Andy Rucker, Anthony Tonge, Dylan Beckham, Richie Buckler)

Representation (Participants)

27

Supervision (Attach list of names of students and chaperones)

Bath Roster.xlsx Added 10/20/2025 1:23:00 PM view

Add a File

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

Reviewed/Revised: 01/12/15

School Bus/SUV Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus/SUV" and for no other purpose.

₩ Buses/SUV needed (please list below if need bus or SUV)

BUS --- Varsity Trip. Have submitted names but could change by December and it will be updated then

♣ Destination Name & Address
Bath County High School

※ Date(s) of trip 12/27/25-12/29/25

♣ Group requesting bus/SUV

Boys Basketball

Boys Ba

★ Purpose of trip

Christmas Tournament

₩ Bus/SUV pick-up time 12:00 pm

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

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus/SUV. A copy of the list of pupils that are assigned to ride this particular school bus/SUV can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

Bath Roster.xlsx Added 10/20/2025 1:13:00 PM view

Employee Signature

Signed: Matthew J. Thomas

Stamped:Mon Oct 20 2025 13:16:13 GMT-0400 (Eastern Daylight Time);10/20/2025 12:16:13 PM;2025-10-20 17:16:13Z;170.185.150.171;Employee - #272 - MATTHEW 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.

Approve

Deny