

School Field Trip Packet - Overnight Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools**Employee: **ADAM MCRA Y**Assigned To: **User - kim.hood**[Show History](#)

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	Adam McRay
* School/Work site	Lebanon Middle School
* Date(s) of leave	3/6 - 3/7
* Time of departure	7:00
* Destination Name & Address	KMEA Middle School All State ECU Center of the Performing Arts 822 Hall Dr, Richmond, KY 40475
* Purpose/Rationale for attending	KMEA Middle School All State. Student was top 10 in the state and earned his spot in the ensemble. Due to early report times, late rehearsal ends, and then early report times feasibility of commuting is not plausible.
* Number of students involved	1

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

*Number of days (Avg. \$100 a day)**Substitute code* BAND

* 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*

* Grand total of expenses 100

*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 McRay

* Type of trip (i.e. classroom, organization, club, athletic, band) Band/Classroom

* Destination name EKU Center for the Arts

* Destination address 822 Hall Dr, Richmond, KY 40475

* Destination phone (859) 622-7469

Lodging name

Lodging address

Lodging phone

* Date(s) of trip 3/6-3/7

* Time of departure 07:00 am

* Purpose/Educational value
KMEA Middle School All State. Student was top 10 in the state and earned his spot in the ensemble.

* Source of funding for trip Band/Student

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

* Bill trip expenses to (i.e. Sponsoring organization, school council, Board) 5151918 0898

* Number of students 1

* Number of faculty sponsors 1

* Other chaperones 0

* Total number of participants 2

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

KMEA Middle School All State.pdf Added 2/6/2026 1:12:00 PM	view
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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

 **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)
SUV for student transport

- * Destination Name & Address EKU Center for the Arts 822 Hall Dr, Richmond, KY 40475
- * Date(s) of trip 3/6-3/7
- * Group requesting bus/SUV Band
- * Purpose of trip KMEA Middle School All State
- * Bus/SUV pick-up time 07:00 am
- * Bus/SUV return time 04:00 pm
- * When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will not be required
- * Account to be charged 5151918-0898

[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.

KMEA Middle School All State.pdf view <small>Added 2/6/2026 1:12:00 PM</small>
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* Employee Signature

Signed: **Adam McRay**

Stamped: Fri Feb 06 2026 14:11:03 GMT-0500 (Eastern Standard Time); 2/6/2026 1:11:00 PM; 2026-02-06 19:11:00Z; 74.143.15.5; Employee - #962 - ADAM MCRAY

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: Fri Feb 06 2026 14:25:07 GMT-0500 (Eastern Standard Time); 2/6/2026 1:25:08 PM; 2026-02-06 19:25:08Z; 170.185.150.206; Employee - #371 - JOSEPH PETERSON

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
<p>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.</p>	

*** Field Trip Designee Signature**

Not Signed	Read-Only
<p>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.</p>	

*** Date of Board approval**

*** Superintendent Signature**

Not Signed	Read-Only
<p>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.</p>	

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