

School Field Trip Packet - Overnight Greater than 100 miles without District Transportation

Organization: **Marion County Public Schools** Employee: **JULIA HUNT**

Assigned To: **"Bookkeeper" members at ...**

Warning: You are not the assigned user for this stage.








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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	Julia Hunt
 School/Work site	Marion County Middle School
 Date(s) of leave	June 23 - 27
 Time of departure	08:00 am
 Destination	Nashville Tennessee
 Purpose/Rationale for attending	National Beta Convention
 Number of students involved	7

 Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.) No

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

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

* Grand total of expenses 0.00

***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 Julia Hunt
- * Type of trip (i.e. classroom, organization, club, athletic, band) Beta
- * Destination name Nashville Tennessee
- * Destination address 2800 Opryland Dr Nashville, TN 37214
- * Destination phone 615-889-1000
- Lodging name*
- Lodging address*
- Lodging phone*
- * Date(s) of trip June 23 - 27
- * Time of departure 08:00 am
- * Purpose/Educational value National Beta Convention
- * Source of funding for trip

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

- * Bill trip expenses to (i.e. Sponsoring organization, school council, Board)
- * Number of students 7
- * Number of faculty sponsors 1
- * Other chaperones 0
- * Total number of participants 8

Certified common carrier

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

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

Nationals Participation - Sheet1.pdf Added 5/18/2026 9:33:00 AM	view
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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

* Employee Signature

Signed: **Julia Hunt**

Stamped: Mon May 18 2026 10:23:41 GMT-0400 (Eastern Daylight Time); 5/18/2026 9:23:42 AM; 2026-05-18 14:23:42Z; 170.185.150.198; Employee - #539 - JULIA HUNT

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