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

Organization: **Marion County Public Schools** Employee: **MAKENZIE THOMAS**
Assigned To: **User - kim.hood**
Show History
Remove Applicants or Employees

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	Makenzie Thomas
School/Work site	Marion County High School
Date(s) of leave	October 21-23, 2026
Time of departure	12:00 am
Destination Name & Address	Indianapolis IN
Purpose/Rationale for attending	National FFA Convention
Number of students involved	22

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)	600
Substitute code	Perkins/CTE
Registration	Yes
Registration cost	60
Registration code	Perkins
Mileage	No
Number of miles	
Number of days	
Lodging	Yes
Cost per night	358
Number of nights	2
Lodging rate	Conference Rate
Meals	Yes
*Estimated **total** meal cost*	240
Meals/Mileage/Parking/Lodging Code	Perkins

Grand total of expenses	1258

***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
Calculations are for two teachers

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip	Makenzie Thomas and Trevor Sweet
Type of trip (i.e. classroom, organization, club, athletic, band)	FFA
Destination name	National FFA Convention
Destination address	100 South Capitol Ave Indianapolis, IN
Destination phone	8598183390
Lodging name	Sheraton Indianapolis Hotel at Keystone Crossing
Lodging address	8787 Keystone Crossing Indianapolis, IN 46240
Lodging phone	+1-317-406-0730
Date(s) of trip	October 21-23, 2026
Time of departure	12:00 am

Purpose/Educational value
Attending National FFA Convention

Source of funding for trip	CTE Funds/Perkins/FFA

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

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	CTE
Number of students	22
Number of faculty sponsors	2
Other chaperones	0
Total number of participants	24

Supervision (Attach list of names of students and chaperones)

30018 (7).xlsx view
Added 6/30/2026 10:46:00 AM

Add a File

Have all chaperones undergone the required records check and been designated by the	Yes

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)
1 bus with storage. Trevor will drive

* Destination Name & Address	100 South Capitol Ave Indianapolis, IN
* Date(s) of trip	October 21-23, 2026
* Group requesting bus/SUV	FFA
* Purpose of trip	National Convention
* Bus/SUV pick-up time	12:00 am
* Bus/SUV return time	12:00 am
* When transporting items that cannot be held in lap of students, under storage will be required to store these items.	Under storage will be required
* Account to be charged	CTE

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.

30018 (7).xlsx view
Added 6/30/2026 10:46:00 AM

* Employee Signature

Signed: **Makenzie Thomas**

Stamped:Tue Jun 30 2026 11:45:44 GMT-0400 (Eastern Daylight Time);6/30/2026 10:45:44 AM;2026-06-30 15:45:44Z;170.185.150.201;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:Thu Jul 09 2026 09:30:50 GMT-0400 (Eastern Daylight Time);7/9/2026 8:30:50 AM;2026-07-09 13:30:50Z;170.185.150.214;Employee - #371 - JOSEPH PETERSON

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Direct this field trip packet to

Supervisor Signature

Not Signed Read-Only

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Field Trip Designee Signature

Not Signed Read-Only

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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.

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**