

Browning Public Schools
Board Agenda Request
Meeting To Be Held: July 25, 2019



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- Recognition:** Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 7-9-19

To: **Corrina Guardipee-Hall**
 Superintendent

From: Teri DeRoche
Title: Director

Subject: **Out of State Travel: Pickup Activities Bus in Moses Lake, Wa**

Description: Request travel for Wayne Bullcalf, Joe Wippert, and Edward Burke to pickup the activities bus that broke down during the senior trip at Moses Lake, Washington.

Financial Impact: \$81.00 x 3 =\$243.00

Funding Source (Budget/grant, etc.): 126-96-167-2710-0582 and 226-96-167-2710-0582

Attachment(s):

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Edward Burke
Building Transportation

Employee #13109
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>7-26-19</u>	<u>16</u>	<u>SR.</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee Not Approved

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Pick up Bus that broke down on Senior trip (Attach Brochure/Agenda)

Location Moses Lake, Washington

Departure Date 7-26-19

Return Date 7-26-19

Departure Time 6:00 a.m.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ 0.00

Per Diem Breakfast-9, Lunch-30, Supper-42 = \$ 81.00

Registration PO# _____ = \$ 0.00

Hotel PO# _____ = \$ 0.00

Other PO# Airfare = \$ 0.00

Other PO# Luggage = \$ 0.00

To be reimbursed: shuttle/taxi/parking

Sub Total \$81.00

Budget 126/226.96.167.2710.582 (75/25 %) \$81.00

Check Total \$81.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____