

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE NATIONAL FFA CONVENTION PURPOSE OF CONFERENCE STUDENT INVOLVEMENT AND EDUCATION REGARDING FFA PROGRAMS. TO MAKE A POSITIVE DIFFERENCE IN THE LIVES OF FFA MEMBERS BY DEVELOPING THEIR POTENTIAL FOR PREMIER LEADERSHIP, PERSONAL GROWTH, AND CAREER SUCCESS.	DESTINATION INDIANAPOLIS, INDIANA REPORT TO: (CIRCLE ONE) <input checked="" type="radio"/> BOARD <input type="radio"/> STAFF <input type="radio"/> TEAM	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%;"></td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%; text-align: center;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">12</td> <td># CHAPERONES</td> <td style="text-align: center;">2</td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	12	# CHAPERONES	2
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REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)					
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE		DISTRICT PD	SPECIAL ED	ACTIVITIES	FEDERAL	SAFETY	VOCATION
TROY BIRD	21-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55	SALT LAKE (SCHOOL BUS)	350	\$ 175.00	\$ 75	\$ 170	YES	\$ 270	\$ 400	1000	\$ 440
	22-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	24-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	25-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	26-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	27-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
CANDICE GARDNER	21-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55	SALT LAKE (SCHOOL BUS)		\$ -		\$ 170	YES	\$ 270	\$ 400	1000	\$ 440.00
	22-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	24-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
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	26-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	27-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
TBA MAX 12 STUDENTS	OCT 21-OCT 28				\$ -	SALT LAKE (SCHOOL BUS)		\$ -	170/student		270/STUDENT	400 EACH	100 EACH		
				\$ -											
					\$ -										\$ -
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE:	CTE FUNDS/STUDENT ACTIVITIES FUND	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 4,810
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 8-10-17			BOARD APPROVAL DATE

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MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">NATIONAL FFA CONVENTION</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p>STUDENT INVOLVEMENT AND EDUCATION REGARDING FFA PROGRAMS. TO MAKE A POSITIVE DIFFERENCE IN THE LIVES OF FFA MEMBERS BY DEVELOPING THEIR POTENTIAL FOR PREMIER LEADERSHIP, PERSONAL GROWTH, AND CAREER SUCCESS.</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">INDIANAPOLIS, INDIANA</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;"> <input checked="" type="radio"/> BOARD <input type="radio"/> STAFF <input type="radio"/> TEAM </p>	<p style="text-align: center;">CHECK ONE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%;"></td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%; text-align: center;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">12</td> <td># CHAPERONES</td> <td style="text-align: center;">2</td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	12	# CHAPERONES	2
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI BUSING	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE							
TROY BIRD	21-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	22-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	24-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	25-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55				\$ 250	YES	\$ 270		1125	\$ 440	
	26-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	27-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
	28-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55										
CANDICE GARDNER	21-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							
	22-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							
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	25-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -	\$ 250	YES	\$ 270		1125	\$ 440.00	
	26-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							
	27-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							
	28-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							
TBA MAX 12 STUDENTS	OCT 21-OCT 28				\$ -			\$ -	250 each		270/STUDENT		290 each		
					\$ -			\$ -							
					\$ -			\$ -						\$ -	
					\$ -			\$ -						\$ -	
					\$ -			\$ -						\$ -	
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BUDGET CODE:	CTE FUNDS/STUDENT ACTIVITIES FUND	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 1,920
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			BOARD APPROVAL DATE: