

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Aug 2019 #18

TITLE OF CONFERENCE	DESTINATION	CHECK ONE		
NATIONAL FFA CONVENTION	INDIANAPOLIS, INDIANA	IN-RADIUS	OUT-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N		
LEADERSHIP DEVELOPMENT AND STUDENT AWARDS	BOARD STAFF TEAM	# STUDENTS	8	# CHAPERONES
				2

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.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD	SPECIAL ED	ACTIVITIES	X	
FEDERAL	SAFETY	VOCATION	X	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20	OUT-STATE \$30	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
JESSICA STAPELMAN	Oct 24, 2019			\$ 30	\$ 30											
	Oct 25, 2019	\$ 10	\$ 15	\$ 30	\$ 55				N		\$ 600	\$ 800				\$ 605
	Oct 26, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Oct 27, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Oct 28, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
TROY BIRD	Oct 29, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Oct 30, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Oct 31, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Nov 1, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Nov 2, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Nov 3, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Nov 4, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	Nov 1, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
		\$ 220	\$ 330	\$ 660	\$ 1,210			\$ -	\$ -	\$ -	\$ 1,200	\$ 1,600	\$ -			\$ 1,210

Registration includes lodging, tours, transportation

Travel with Mackay H.S.

Mackay H.S. to make all arrangements

Minico will reimburse Mackay for registration & travel expenses

OFFICE USE ONLY		
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.		
BUDGET CODE: CTE FAS	PROGRAM DIRECTOR INITIAL: C	TOTAL COST OF REQUEST: Cont Page 2
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>		
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		BOARD APPROVAL DATE:

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Aug 2019 #2

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">GIFTED CHILDREN 66TH ANNUAL CONVENTION</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">PROFESSIONAL DEVELOPMENT - ACEQUIA</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">ALBUQUERQUE, NM</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD STAFF 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 OF RADIUS X</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS		OUT OF RADIUS X		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)						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			DISTRICT CAR AVAILABLE	DISTRICT PD	SPECIAL ED	ACTIVITIES	REGISTRATION	AIRFARE	
KENDRA LANIER	6-Nov-19			\$ 30	\$ 30	SLC	350	\$ 157.50	NO	\$ 60	\$ 60	\$ 195	\$ 679	\$ 400	\$ 500	\$ 337.50	
	7-Nov-19	\$ 10	INCLUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
	10-Nov-19	\$ 10	\$ 15		\$ 25												
KIM GROVE	6-Nov-19			\$ 30	\$ 30			\$ -	NO	\$ 60	\$ 60	\$ 195	\$ 679	\$ 400	\$ 500	\$ 180.00	
	7-Nov-19	\$ 10	INCLUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
	19-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
	10-Nov-19	\$ 10	\$ 15		\$ 25												
				\$ -			\$ -									\$ 25.00	
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REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS TOTAL COST OF REQUEST \$ 4,355.50
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Suzette Miller</i>		7/30/2019	
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		7/31/2019	
		BOARD APPROVAL DATE	

DocuSigned by:
Suzette Miller
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 BDA355988D4640C...

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Aug 2019 #3

TITLE OF CONFERENCE GIFTED CHILDREN 66TH ANNUAL CONVENTION PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT -	DESTINATION ALBUQUERQUE NM REPORT TO: (CIRCLE ONE) BOARD STAFF 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 OF 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></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS		OUT OF RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE			DISTRICT CAR AVAILABLE	DISTRICT PD FEDERAL	SPECIAL ED SAFETY	ACTIVITIES VOCATION	REGISTRATION	
TAMMY BROADHEAD	6-Nov-19			\$ 30	\$ 30	SLC	\$ -	NO	\$ 60	\$ 195		\$ 679	\$ 400	\$ 500	\$ 180.00	
	7-Nov-19	\$ 10	INCLUDED	\$ 30	\$ 40											
	8-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55											
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55											
	10-Nov-19	\$ 10	\$ 15		\$ 25											
				\$ -		\$ -									\$ 25.00	
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BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS TOTAL COST OF REQUEST \$ 2,039.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:	DocuSigned by: <i>Suzette Miller</i> 8/13/2019		
SIGNATURE OF SUPERINTENDENT	DocuSigned by: <i>[Signature]</i> 24FBCECC94AD4BD... 8/13/2019	BOARD APPROVAL DATE	