

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

#1 Feb

DATE SUBMITTED:	1/19/16	NAME OF STAFF TRAVELING:	Morgan Coats
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY STATE CITY &	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	MILEAGE				
26-FEB	NEA LEADERSHIP SUMMIT	DALLAS, TEXAS	MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER					
			MEALS					
			MILEAGE					
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER					
			MEALS					
			MILEAGE					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
I applied for and was awarded to be an Idaho representative to the NEA leadership summit.	\$ -	\$ -	\$ -	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
 This summit provides an opportunity to collaborate with educators across the nation and learn tools/techniques to bring back and use in the classroom.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
 In our MCEA board report I can provide a written summary of what I learned and/or how it might be used in my building.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?
 I will be collaborating with other leaders from Idaho to provide leadership trainings throughout the state.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. INCOMPLETE TRAVEL

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: 1-20-16	BOARD APPROVAL DATE:
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OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

2 Feb

DATE SUBMITTED:	1/20/2016	NAME OF STAFF TRAVELING:	Candace Hurst, Carly Grant, Shanna Lindsay
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
29-APR	IDAHO LEADS NETWORK MEETING	COUER D'ALENE, ID	MEALS	\$ 195	\$ 1,523.50	\$ -	\$ 1,523.50	SIG GRANT
			MILEAGE	\$ 149				
			LODGING	\$ 580				
			REGISTRATION	\$ -				
			AIRFARE	\$ 600				
OTHER	\$ -							
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
					\$ 1,523.50	\$ -	\$ 1,523.50	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
To gain valuable knowledge on literacy standards.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
Team meetings & collaboration.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
 INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:
 1-29-16

BOARD APPROVAL DATE:
Last Update: 10/13/2014

STUDENT TRAVEL REQUEST FORM

#3 Feb

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/2/2016	NAME OF GROUP TRAVELING:	TENNIS TEAM
ADVISOR NAME:	KAREN FERGUSON		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF- RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE													
			MEALS	TOTAL																	
APRIL 15-16, 2016	EAST IDAHO INVITATIONAL	IDAHO FALLS, ID	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td></td></tr> <tr><td>TRANSPORTATION</td><td>\$ 700</td></tr> <tr><td>LODGING</td><td>\$ 600</td></tr> <tr><td>REGISTRATION</td><td>\$ 100</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>TOTAL</td><td>\$ 1,400</td></tr> </table>	MEALS		TRANSPORTATION	\$ 700	LODGING	\$ 600	REGISTRATION	\$ 100	AIRFARE		OTHER		TOTAL	\$ 1,400	\$ 1,400.00	\$ -	\$ 1,400.00	TENNIS TEAM, ATHELETICS
MEALS																					
TRANSPORTATION	\$ 700																				
LODGING	\$ 600																				
REGISTRATION	\$ 100																				
AIRFARE																					
OTHER																					
TOTAL	\$ 1,400																				
MAY 19-21, 2016	STATE TENNIS	BOISE, ID	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 150</td></tr> <tr><td>TRANSPORTATION</td><td>\$ 175</td></tr> <tr><td>LODGING</td><td>\$ 200</td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>TOTAL</td><td>\$ 525</td></tr> </table>	MEALS	\$ 150	TRANSPORTATION	\$ 175	LODGING	\$ 200	REGISTRATION		AIRFARE		OTHER		TOTAL	\$ 525	\$ 525.00	\$ -	\$ 525.00	TENNIS TEAM, ATHELETICS
MEALS	\$ 150																				
TRANSPORTATION	\$ 175																				
LODGING	\$ 200																				
REGISTRATION																					
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TOTAL	\$ 525																				
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MEALS																					
TRANSPORTATION																					
LODGING																					
REGISTRATION																					
AIRFARE																					
OTHER																					
TOTAL	\$ -																				

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To participate in tennis matches.	\$ 1,925.00	\$ -	\$ 1,925.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
To participate and increase skills. To send those that qualify for State.

RECEIVED

FEB - 3 2015

Accounts Payable
District Service Ctr.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PROPOSED DATE: 1-MAY-16

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: 1-JUN-16

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:
SIGNATURE OF SUPERINTENDENT: 2-8-16	BOARD APPROVAL DATE: