

(POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE						DESTINATION							CHECK ONE							
NAEHY CONFERENCE 2026						NASHVILLE, TN							IN RADIUS			OUT OF RADIUS X				
PURPOSE OF CONFERENCE						REPORT TO: (CIRCLE ONE)							STUDENT TRAVEL OVERNIGHT Y/N							
HOMELESS CONFERENCE						BOARD STAFF TEAM							# STUDENTS			# CHAPERONES				
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.																				
ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.																				
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	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE												
GERALDINE VEGA	31-Oct-26	\$ 10	\$ 15	\$ 30	\$ 55	BOISE	326	\$236.35		\$ 100	\$ 50		\$ 975	\$ 450	\$ 1,200	\$ 421.35				
	1-Nov-26	\$ -	\$ -	\$ -	\$ -															
	2-Nov-26	\$ -	\$ -	\$ 30	\$ 30															
	3-Nov-26	\$ -	\$ 15	\$ 30	\$ 45															
	4-Nov-26	\$ 10	\$ 15	\$ 30	\$ 55															
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					\$ 185		\$ 236		\$ 100	\$ 50	\$ -	\$ 975	\$ 450	\$ 1,200						
OFFICE USE ONLY																				
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.																				
AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.																				
BUDGET CODE:						PROGRAM DIRECTOR INITIAL:						TOTAL COST OF REQUEST						\$ 3,196.35		
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Ellen Austin 8/13/2024																				
SIGNATURE OF SUPERINTENDENT: [Signature]																				
BOARD APPROVAL DATE																				