

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Ma #1

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/5/2016	NAME OF STAFF TRAVELING:	Alicia Bywater
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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
7/23/2016 - 7/27/2016	2016 SCHOOL TRANSPORTATION NEWS EXPO	GRAND SIERRA HOTEL RENO NEVADA	MEALS	\$ 290	\$ 939.00	\$ -	\$ 939.00	transp
			MILEAGE					
			LODGING	\$ 410				
			REGISTRATION	\$ 299				
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To help us improve on skills and gather useful information from professionals throughout the school transportation industry.	\$ 939.00	\$ -	\$ 939.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?	
This conference brings together people from all over the United States that have different jobs in the Transportation industry. They bring an enormous amount of information to help us to keep our students safe.	

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?	
The information we gain from this conference we use all year long in our training sessions for our staff. It also helps during the year where we go back on our information if we have problems that help our staff.	

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?	
Through observation while we do the evaluations and also during the year in the performance of our staff.	

DISTRICT OFFICE

MAR 3 2016

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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:	
<i>Alicia Bywater</i>	

SIGNATURE OF SUPERINTENDENT:		BOARD APPROVAL DATE:
<i>[Signature]</i> 3-3-16		Last Update 10/13/2014

KC

OUT-RADIUS STAFF TRAVEL REQUEST FORM Ma 4

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:	Ryan Edwards
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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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
7/23/2016-7/27/2016	2016 SCHOOL TRANSPORTATION NEWS CONFERENCE	GRANS SIERRA HOTEL RENO NEVADA	MEALS	\$ 230	\$ 939.00	\$ -	\$ 939.00	Transp.
			MILEAGE					
			LODGING	\$ 410				
			REGISTRATION	\$ 299				
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
The state transportation requires that school bus mechanics attend training yearly and this conference is highly recommended by them. This conference covers many up coming changes in our field, and training in the ever changing systems on a bus.					\$ 939.00	\$ -	\$ 939.00	
WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?								
To stay up to date in my field of work to maintain the best fleet possible and to maintain and excell in the safety of our school children, while on our buses.								
HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?								
The performance of our fleet and mechanics. Reviews from the state.								
HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?								
Less down time, less overtime and better overall use of our budget.								

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DISTRICT OFFICE

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:

Alicia Bywater

SIGNATURE OF SUPERINTENDENT:

[Signature] 3-3-16

BOARD
APPROVAL DATE:
Last Update 10/13/2014

KC

OUT-RADIUS STAFF TRAVEL REQUEST FORM

APR #1

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	3/14/2016	NAME OF STAFF TRAVELING:	Julie Gwilliam
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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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	
JULY20-JULY 25, 2016	OREGON COAST CULINARY CAMP	COOS BAY, OREGON	MEALS	\$ 40	\$ 362.00	\$ -	\$ 362.00	EAST MINICO PD FUNDS
			MILEAGE	\$ 322				
			LODGING	\$ -				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			OTHER	\$ -				
			MEALS	\$ -	\$ -	\$ -	\$ -	
			MILEAGE	\$ -				
			LODGING	\$ -				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			OTHER	\$ -				
			MEALS	\$ -	\$ -	\$ -	\$ -	
			MILEAGE	\$ -				
			LODGING	\$ -				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			OTHER	\$ -				
			MEALS	\$ -	\$ -	\$ -	\$ -	
			MILEAGE	\$ -				
			LODGING	\$ -				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			OTHER	\$ -				
TOTAL:				\$ 362.00	\$ -	\$ 362.00		

WHY TRAVEL IS REQUIRED OR RECOMMENDED?

Culinary Camp is a terrific way to increase culinary skills. Being a Family Consumer Science Teacher and never taken any formal culinary classes it will be great training.

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

To increase culinary skills and get new ideas on how and what to teach.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

A formal presentation can be shared with the board. The staff will benefit when the students cook and share.

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

The building supervisor will observe the increased knowledge and the skills presented to the students.

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INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

Accounts Payable
District Service Ctr.

SIGNATURE OF SUPERVISOR/ ADMINISTRATOR: *Brigitte McMorrey*

SIGNATURE OF SUPERINTENDENT: *[Signature]* 3-28-16

BOARD APPROVAL DATE: 10/13/2014
Last Update

OUT-RADIUS STAFF TRAVEL REQUEST FORM

APR #2

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	4/12/2016	NAME OF STAFF TRAVELING:	Heather Hepworth & Ashley Johnson
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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
JUNE 25-29, 2016	ISTE- TECHNOLOGY IN EDUCATION CONFERENCE 2016	DENVER, CO	MEALS	\$ 590	\$ 2,590.32	\$ -	\$ 2,590.32	DISTRICT PD FUNDS 271
			MILEAGE					
			LODGING	\$ 1,012				
			REGISTRATION	\$ 988				
			AIRFARE	\$ -				
			OTHER	\$ -				
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -		
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To explore with and learn about new and enhanced techniques for technology application in the classroom.	\$ 2,590.32	\$ -	\$ 2,590.32	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
 This is a valuable learning opportunity that will provide a series of hands-on, curriculum-integrated, project-based sessions on the advanced technological practices available for classroom use that accommodate a variety of learning styles and will assist in student academic achievement.

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

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

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SIGNATURE OF SUPERVISOR/ADMINISTRATOR: 	
SIGNATURE OF SUPERINTENDENT: 4-12-16	BOARD APPROVAL DATE: Last Update: 10/13/2014