



MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  STATE FFA CDE PURPOSE OF CONFERENCE  STATE CAREER DEVELOPMENT EVENTS COMPETITION	DESTINATION  MOSCOW, IDAHO REPORT TO: (CIRCLE ONE)  BOARD    STAFF    TEAM	CHECK ONE IN-RADIUS    OUT-RADIUS    X STUDENT TRAVEL OVERNIGHT Y/N # STUDENTS    18    # 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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	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 CAR AVAILABLE	DISTRICT PD	FEDERAL	SPECIAL ED SAFETY	ACTIVITIES	VOCATION	TOTAL STAFF REIMB
JESSICA STAPELMAN	June 4, 2019		\$ 15	\$ 20	\$ 35				N		SCHOOL BUS					\$ 400	\$ 155
	June 5, 2019		\$ 15	\$ 20	\$ 35												
	June 6, 2019		\$ 15	\$ 20	\$ 35												
	June 7, 2019		\$ 15	\$ 20	\$ 35												
	June 8, 2019		\$ 15		\$ 15												
					\$ -												
					\$ -												
					\$ -												
TROY BIRD	June 4, 2019		\$ 15	\$ 20	\$ 35				N		SCHOOL BUS					\$ 400	\$ 155
	June 5, 2019		\$ 15	\$ 20	\$ 35												
	June 6, 2019		\$ 15	\$ 20	\$ 35												
	June 7, 2019		\$ 15	\$ 20	\$ 35												
	June 8, 2019		\$ 15		\$ 15												
					\$ -												
					\$ -												
					\$ -												
FFA STUDENTS	JUNE4-8, 2019				\$ -				N		SCHOOL BUS					\$ 2,400	
					\$ -												
					\$ -												
					\$ -												
					\$ -												
					\$ -												
					\$ -												
					\$ -												
		\$ -	\$ 150	\$ 160	\$ 310			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200

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 FUNDS/FFA STUDENT ACTIVITY FUNDS _____	TOTAL COST OF REQUEST <b>3510<sup>00</sup></b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: _____		
SIGNATURE OF SUPERINTENDENT: _____		BOARD APPROVAL DATE: _____



# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  EAST MINICO STUDENT LAGOON TRIP  PURPOSE OF CONFERENCE  STUDENT TRAVEL - EAST MINICO	DESTINATION  FARMINGTON UTAH  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 style="text-align: center;">X</td> <td># CHAPERONES</td> <td style="text-align: center;">X</td> </tr> </table>	IN RADIUS		OUT OF RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	X	# CHAPERONES	X
IN RADIUS		OUT OF RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	X	# CHAPERONES	X											

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			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 .45 PER MILE											
EAST MINICO STUDENTS AND CHAPERONES	23-May-19				\$ -	UTAH		\$ -	YES BUSES							\$ -			
				\$ -														\$ -	
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STUDENT ACTIVITY FUNDS/ CLUB FUNDRAISERS/ STUDENT PAYMENTS COVER ADMISSION TO PARK

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:	100.621.0380	PROGRAM DIRECTOR INITIAL:		TOTAL COST OF REQUEST	\$ -
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:	DocuSigned by: <i>Terry Merrill</i>	4/4/2019
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SIGNATURE OF SUPERINTENDENT:	DocuSigned by: <i>[Signature]</i>	4/5/2019
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BOARD APPROVAL DATE	
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## TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">DANCE TEAM LAGOON TRIP</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">STUDENT TRAVEL</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">FARMINGTON UT ( LAGOON)</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD    STAFF    TEAM</p>	CHECK ONE			
		IN RADIUS		OUT OF RADIUS	X
		STUDENT TRAVEL OVERNIGHT Y/N			
		# STUDENTS	X	# CHAPERONES	X

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			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 .45 PER MILE								
		FUNDING SOURCE (MARK ONE)														
		DISTRICT PD		SPECIAL ED		ACTIVITIES										
		FEDERAL		SAFETY		VOCATION										
WEST MINICO DANCE TEAM AND CHAPERONES	29-May-19				\$ -	UTAH		\$ -	YES							\$ -
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DANCE TEAM WILL BE TAKING A SMALL BUS. DANCE ADVISOR WILL DRIVE.

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:	STUDENT FUNDS - DANCE	PROGRAM DIRECTOR INITIAL:		TOTAL COST OF REQUEST	\$ -
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR	DocuSigned by: <u>Dustin Heath</u> 4/1/2019				
SIGNATURE OF SUPERINTENDENT	DocuSigned by: <u>[Signature]</u> 3B2A1C8ACBED45D... 4/1/2019			BOARD APPROVAL DATE	