

TITLE OF CONFERENCE		DESTINATION		CHECK ONE											
Community Schools Fundamental Conference		New York City, NY		IN-RADIUS	OUT-RADIUS										
PURPOSE OF CONFERENCE		REPORT TO: (CIRCLE ONE)		STUDENT TRAVEL OVERNIGHT Y/N											
		BOARD	STAFF	TEAM	# STUDENTS										
		FUNDING SOURCE (MARK ONE)													
		Community Schools/ Heyburn PD													
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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 PER MILE .70							
Rich, Lacey	26-Oct-25		\$ 15	\$ 30	\$ 45	Salt lake	350	\$ 245	\$ 100	\$ 100		\$ 650	\$ 590	\$ 1,200	\$ 625
	27-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	28-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	29-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	30-Oct-25		\$ 15	\$ 30	\$ 45										
Stutzman, Danelle	26-Oct-25		\$ 15	\$ 30	\$ 45			\$ -	\$ 70	\$ 100		\$ 650	\$ 590	\$ 1,200	\$ 350
	27-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	28-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	29-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	30-Oct-25		\$ 15	\$ 30	\$ 45										
one additional staff- TBD	26-Oct-25		\$ 15	\$ 30	\$ 45			\$ -	\$ 70	\$ 100		\$ 650	\$ 590	\$ 1,200	\$ 350
	27-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	28-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
	29-Oct-25	\$ -	\$ -	\$ 30	\$ 30										
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		\$ 540		\$ 245	\$ 240	\$ 300	\$ -	\$ 1,950	\$ 1,770	\$ 3,600					
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.															
BUDGET CODE:		PROGRAM DIRECTOR INITIAL:				TOTAL COST OF REQUEST				\$ 8,645					
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:															
SIGNATURE OF SUPERINTENDENT:															
BOARD APPROVAL DATE:															