

# OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #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	\$ 230	\$ 939.00	\$ -	\$ 939.00	
			MILEAGE					
			LODGING	\$ 410				
			REGISTRATION	\$ 299				
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
					TOTAL:	TOTAL:	TOTAL:	
WHY TRAVEL IS REQUIRED OR RECOMMENDED?								
To help us improve on skills and gather useful information from professionals throughout the school transportation industry.					\$ 939.00	\$ -	\$ 939.00	

transp

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

RECEIVED

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

26

# OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #2

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:	Ray Breeding
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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 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		\$ -	\$ -	\$ -	
					TOTAL:	TOTAL:	TOTAL:	
					\$ 939.00	\$ -	\$ 939.00	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?

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.

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.

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: 	MAR 3 2016	
SIGNATURE OF SUPERINTENDENT: 3-3-16	DISTRICT OFFICE	BOARD APPROVAL DATE: Last Update 10/13/2014

# OUT-RADIUS STAFF TRAVEL REQUEST FORM

Mar # 3

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/23/2016	NAME OF STAFF TRAVELING:	Kay Buerkle
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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	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								

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

<b>WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?</b> The conference covers many different areas of transportation of students, dispatching, regulations, special needs children's needs, new laws in all categories and requirements.	
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<b>HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?</b> The information that is brought back is shared with personal in the transportation department. It is implemented nearly every day in some way in the daily operation of the buses, personal, services and needs of students, teachers and parents.	
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<b>HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?</b> The conference offers break out sessions for different areas, mechanics, office personnel, supervisors. Also keynote speakers on transportation subjects of all kinds from personal experiences to professionals dealing in transporting of students on buses.	
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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>	<div style="border: 1px solid black; padding: 5px; margin: 0 auto;">                 RECEIVED                   MAR 3 2016                   DISTRICT OFFICE             </div>	
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 3-3-16	<div style="border: 1px solid black; padding: 5px; margin: 0 auto;">                 BOARD APPROVAL DATE:                  Last Update 10/13/2014             </div>	<i>[Signature]</i>

# OUT-RADIUS STAFF TRAVEL REQUEST FORM Mar #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					

<b>WHY TRAVEL IS REQUIRED OR RECOMMENDED?</b>	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.

**RECEIVED**

MAR 3 2016

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	

# OUT-RADIUS STAFF TRAVEL REQUEST FORM #5 MAR

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

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

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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		\$ -	\$ -	\$ -	


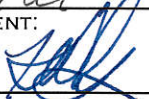
WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
The state transportation requires that school bus mechanics attend training yearly and this conference is highly recommended by them. This conference covers many up coming changes in our field, and training in the ever changing systems on a 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.	

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: 	<b>RECEIVED</b>			
SIGNATURE OF SUPERINTENDENT:  3-3-16	MAR 3 2016	BOARD APPROVAL DATE: <small>Last Update</small> 10/13/2014		
	DISTRICT OFFICE			<i>Kc</i>

# OUT-RADIUS STAFF TRAVEL REQUEST FORM

MAR #6

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	2/29/2016	NAME OF STAFF TRAVELING:	SUZI BAILES
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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MARCH 7-11, 2016	ACT ASPIRE	MINNEAPOLIS MN	MEALS	\$	\$ -	\$ -	\$ -	ACT ASPIRE
			MILEAGE	\$				
			LODGING	\$				
			REGISTRATION	\$				
			AIRFARE	\$				
			OTHER	\$	\$ -	\$ -	\$ -	is paying all expenses
			MEALS	\$				
			MILEAGE	\$				
			LODGING	\$				
			REGISTRATION	\$				
			OTHER	\$	\$ -	\$ -	\$ -	
			MEALS	\$				
			MILEAGE	\$				
			LODGING	\$				
			REGISTRATION	\$				
			OTHER	\$	\$ -	\$ -	\$ -	
			MEALS	\$				
			MILEAGE	\$				
			LODGING	\$				
			REGISTRATION	\$				
			OTHER	\$	\$ -	\$ -	\$ -	
			MEALS	\$				
			MILEAGE	\$				
			LODGING	\$				
			REGISTRATION	\$				
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
IT WILL IMPROVE TEACHER UNDERSTANDING OF STATE TESTS IN WRITING					\$ -	\$ -	\$ -	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?  
 THE PURPOSE IS TO WRITE TEST QUESTIONS FOR THE ACT ELA TEST

RECEIVED

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?  
 IT CAN BE PRESENTED TO WHOMEVER WOULD LIKE THE INFORMATION

MAR - 1 2016

Accounts Payable  
District Service Ctr.

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

IT WILL BE PRACTICED IN WRITING AND DESIGNING TEST QUESTIONS; THIS WILL HELP WITH OUR ADJUSTMENTS TO IMAGINE IT! TO BETTER ALIGN WITH COMMON CORE.

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:  
 3-3-16

BOARD APPROVAL  
DATE:

# OUT-RADIUS STAFF TRAVEL REQUEST FORM

MAR #7

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	3/7/2016	NAME OF STAFF TRAVELING:	Kent Jackson, James Thomas, Dawn Jackson, Suzette Sorenson
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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7-17-2016-7-22-2016	PSUG (POWERSCHOOL) CONFERENCE	LAS VEGAS, NV	<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td>MEALS</td><td style="text-align: right;">\$ 640</td></tr> <tr><td>MILEAGE</td><td style="text-align: right;">\$ 203</td></tr> <tr><td>LODGING</td><td style="text-align: right;">\$ 590</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">\$ 1,996</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">\$ 900</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$ 45</td></tr> <tr><td colspan="2" style="text-align: right;"><b>TOTAL</b></td></tr> </table>	MEALS	\$ 640	MILEAGE	\$ 203	LODGING	\$ 590	REGISTRATION	\$ 1,996	AIRFARE	\$ 900	OTHER	\$ 45	<b>TOTAL</b>		\$ 4,373.50	-	\$ 4,373.50	District
MEALS	\$ 640																				
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MEALS																					
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			<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></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 colspan="2" style="text-align: right;"><b>TOTAL</b></td></tr> </table>	MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		<b>TOTAL</b>		\$ -	-	\$ -	
MEALS																					
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MEALS																					
MILEAGE																					
LODGING																					
REGISTRATION																					
AIRFARE																					
OTHER																					
<b>TOTAL</b>																					
<b>WHY TRAVEL IS REQUIRED OR RECOMMENDED?</b>				<b>TOTAL:</b>	<b>TOTAL:</b>	<b>TOTAL:</b>															
To further knowledge about Powerschool. Classes are offered each day by experts of Powerschool from across the nation, and from Powerschool employees.				\$ 4,373.50	-	\$ 4,373.50															

**WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?**  
 PSUG's offers hundreds of courses/ workshops that are role specific and are geared at efficiency throughout Powerschool.

**HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?**  
 All documentation, tools, and updates will be brought back to our district employees who use powerschool.

**HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?**  
 Suzy will train secretaries in the District of new items when we return.

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: 3-7-16	BOARD APPROVAL DATE:

JC