

STUDENT TRAVEL REQUEST FORM

May #1

advance board approval request*

Minidoka County Joint School District # 331

date Submitted:	4/20/2016	Idaho Drug Free Youth	* Note: Advance Board approval is necessary for 1) All student overnight trips 2) All student non-educational trips in radius 3) all student trips out of radius. Please use the appropriate request form.
ADVISOR NAME:	Gary Mittelsteadt		

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	Description of Activity	Location of activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount student will pay	Amount requested for district to pay	Specific Funding Source																																																
June 14-17	IDFY has an annual youth summit to develop self confidence and leadership skills.	Coeur D' Alene, Idaho	<table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <tr><td>Meals</td><td></td></tr> <tr><td>Transportation</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>Meals</td><td></td></tr> <tr><td>Transportation</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>Meals</td><td></td></tr> <tr><td>Transportation</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>Meals</td><td></td></tr> <tr><td>Transportation</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> </table>	Meals		Transportation		Lodging		Registration		Airfare		Other		Meals		Transportation		Lodging		Registration		Airfare		Other		Meals		Transportation		Lodging		Registration		Airfare		Other		Meals		Transportation		Lodging		Registration		Airfare		Other		\$ -	\$ -	\$ 1,000.00	Drug Free Schools
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why travel is required or recommended?				Total:	Total:	Total:																																																	
The Minico club of Idaho Drug Free Youth will be sending about 10 students to this summit in Coeur D'Alene, Idaho. This is in northern Idaho, thus we need board approval. They have a bus to pick us up here in Rupert and will also return. This summit is life changing and many need this experience.				\$ -	\$ -	\$ 1,000.00																																																	

What is your purpose for attending above activities?
At the Summit, participants will discover their individual talents and strengths. They will develop confidence to stand up for what they believe in and emerge into leaders, and be inspired to lead a life without drugs or alcohol. They can change the world around them and overcome obstacles and rise up to their potential.

How will the information gained from this travel be shared with staff and the board? (Check One)

Written Report to Superintendent
 Written Report to Board
 good news report to board

Proposed date _____

per policy #702.47 a complete travel proposal must be submitted

Travel proposal attached
 Travel Proposal received by dsc staff
 Travel Proposal submitted prior to travel

Proposed date _____

A Travel Reimbursement Form must also be filled out to request Perdiem. incomplete travel requests will be returned for additional information.

Signature of Advisor: (Signature acknowledges compliance with policy 702.47)

Signature of principal:

Signature of superintendent:
 4-27-16

Board Approval Date _____

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

May #2

DATE SUBMITTED:	4/27/2016	NAME OF STAFF TRAVELING:	Bavia Gibson and Kate Young
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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
JULY 11-15, 2016	OPEN SCIENCE TEXTBOOKS INSTITUTE @U OF I	MOSCOW, ID	MEALS	\$ 390	\$ 690.00	\$ -	\$ 690.00	EAST PD
			MILEAGE	-				
			LODGING	-				
			REGISTRATION	\$ 300				
			AIRFARE	-				
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IN-RADIUS STAFF TRAVEL REQUEST FORM

OUT

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

May #3

DATE SUBMITTED	4/19/2016	NAME OF STAFF TRAVELING:	Tina Williams & Denise Diets
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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WHY TRAVEL IS REQUIRED OR RECOMMENDED?				TOTAL:	TOTAL:	TOTAL:																																																	
Excellent and available professional development for Science teachers provided by SDE				\$ 690.00	\$ -	\$ 690.00																																																	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
To learn about the open education science texts and how to implement them in the classroom. This is a cost effective alternative to traditional paper texts that can be accessed digitally or printed or both.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
Collaboration, team meetings, and the ideas learned shared with students.

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

RECEIVED

APR 20 2016

Accounts Payable
District Service Ctr.

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: 4-22-16	APPROVAL DATE:

IN-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

out

May #4

DATE SUBMITTED	4/19/2016	NAME OF STAFF TRAVELING:	Zelma Woodward
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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			MILEAGE	\$ 150				
			LODGING					
			REGISTRATION					
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					TOTAL:	TOTAL:	TOTAL:	

WHY TRAVEL IS REQUIRED OR RECOMMENDED? Excellent and available professional development for Science teachers provided by SDE	\$ 345.00	\$ -	\$ 345.00	
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WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
To learn about the open education science texts and how to implement them in the classroom. This is a cost effective alternative to traditional paper texts that can be accessed digitally or printed or both.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
Collaboration, team meetings, and the ideas learned shared with students.

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

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>Shanna Lindsay</i>	
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 4-22-16	APPROVAL DATE: Last Update: 10/13/2014