

Browning Public Schools
Board Agenda Request
Meeting to Be Held: 12/13/16



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☒ Travel Out-of-State ☐ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
 This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

Date: December 6, 2016

To: **Board of Trustees**
 Browning School District

From: John Rouse
Title: Superintendent

Subject: Out of State Travel

Description: Brian Gallup requests travel to attend the NAFIS Winter Board of Director's Meeting to be held in Austin, Texas January 11-12, 2017.

Justification (District Goals): Mr. Gallup attends the NAFIS Directors Meeting as the NAFIS representative for BPS.

Financial Impact: \$371.92 (Per Diem \$465.00; Mileage \$106.92; Lodging \$0; Registration \$0; Airfare \$0; Luggage \$50.00 (Reimbursement for meals \$250.00/full reimbursement on airfare))

Funding Source (Budget/grant, etc.): Board Travel Budget

Attachment(s): Agenda/Leave/Travel

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



NAFIS

NAFIS 2017 Winter Meeting

January 11-15, 2017

(Session Dates – January 12 & 13)

THE DRISKILL HOTEL

Austin, Texas

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604 Brazos Street

Austin, TX 78701

T 1-512 439-1234 - F 1-512-474-2214



Complimentary Wi-Fi in your guest room and in the meeting room

## MEETING SCHEDULE

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### Wednesday – January 11, 2017

**Official Arrival Day**

**Hotel Check-In Time: 4:00 pm**

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#### **\*Nominating Committee Meeting**

**Room: TBD**

### Thursday – January 12, 2017

**Board Meeting: 9:00 am – 5:00 pm**

**Room: Jim Hogg Parlor – Mezzanine Level**

**Breakfast: 8:00 am-9:00 am**

**AM Break: 10:00 am**

**PM Break: 2:00 pm**

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**Lunch: 12:00 pm-1:15 pm**

**Room: Crystal Room – Lobby Level**

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**Reception: 6:00 pm-7:30 pm**

**Room: Chisholm Trail Room – Upper Lobby**

### Friday – January 13, 2017

**Board Meeting: 9:00 am – 1:00 pm**

**Room: Jim Hogg Parlor – Mezzanine Level**

**Breakfast: 8:00 am-9:00 am**

**AM Break: 10:00 am**

**Meeting Scheduled End Time: 1:00 pm**

### Saturday – January 14, 2017

**(on your own)**

### Sunday – January 15, 2017

**Official Departure Day**

**Hotel Check-Out Time: 12 Noon**

Browning Public Schools  
**Board of Trustees**  
Travel Request

Trustee Name Brian Gallup

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)  
☒ Travel Out of District

Date Approved by Board 12/13/16

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**Out of District Travel**

Conference/Workshop NAFIS Board of Directors Winter Meeting  
Attach Brochure/Agenda

Location Austin, Texas

Departure Date 1/11/17

Return Date 1/15/17

Departure Time 4:00 a.m.

Return Time 7:00 pm

Transportation: ☒ Personal Vehicle  
☐ District Vehicle  
☐ Other \_\_\_\_\_

Mileage 198 @ .54 = 106.92

Per Diem 5 days @ \$90 = 465.00

Registration PO# = 0.00

Hotel PO# = 0.00

Airfare PO# = 0.00

Other PO# Luggage = 50.00

Other PO# Meal Reimbursement = -250.00

**Sub Total** \$371.92

**Check Total \$621.92**

Budget 126.90.160.2310.582.84 (75%)\$ 466.44

226.90.160.2310.582.84 (25%)\$ 155.48

Trustee Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.