

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2017 #3

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">STN Conference</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p>To receive updates on the latest techniques of transportation and way to improve our department through training.</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Reno Nevada</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD STAFF TEAM</p>	<p style="text-align: center;">CHECK ONE</p> <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-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></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN-RADIUS		OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS		# CHAPERONES												

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			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)						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		DISTRICT <input checked="" type="checkbox"/>	FEDERAL	SPECIAL ED	SAFETY	ACTIVITIES	VOCATION	
Alicia Bywater	7-7-17 - 7-12-17	\$ 60	\$ 90	\$ 120	\$ 270	Reno	1000	\$ 450					\$ 299		\$ 650	\$ 720
Ryan Edwards	7-7-17 - 7-12-17	\$ 60	\$ 90	\$ 120	\$ 270		1000	\$ 450					\$ 299		\$ 650	\$ 720
					\$ -			\$ -								\$ -
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE: <u>Transportation</u>	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST	\$ 3,338
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <u>Alicia Bywater</u>			
SIGNATURE OF SUPERINTENDENT: <u>[Signature]</u> 3-10-17		BOARD APPROVAL DATE	

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2017 #1

TITLE OF CONFERENCE Knight Invite PURPOSE OF CONFERENCE Track Meet	DESTINATION Boise, ID 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: 10%; text-align: center;">x</td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> <td style="text-align: center;">y</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">20</td> <td># CHAPERONES</td> <td style="text-align: center;">5</td> </tr> </table>	IN-RADIUS	x	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N			y	# STUDENTS	20	# CHAPERONES	5
IN-RADIUS	x	OUT-RADIUS												
STUDENT TRAVEL OVERNIGHT Y/N			y											
# STUDENTS	20	# CHAPERONES	5											

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.

FUNDING SOURCE (MARK ONE)			
DISTRICT PD		SPECIAL ED	x
FEDERAL		SAFETY	VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI BUSING	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							
Minico Track Team	21-Apr-17				\$ -	Boise		\$ -				\$ 100		\$ 500	\$ -
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OFFICE USE ONLY

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BUDGET CODE: _____ ATHLETICS-TRACK _____ PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST \$ **600**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: _____



SIGNATURE OF SUPERINTENDENT: _____

MAR - 7 2017

BOARD APPROVAL DATE **3-6-17**

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2017 #4

TITLE OF CONFERENCE Great Minds Institute PURPOSE OF CONFERENCE Elementary Teacher Eureka Math Training	DESTINATION Oakland, CA REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE IN-RADIUS <input type="checkbox"/> OUT-RADIUS <input checked="" type="checkbox"/> STUDENT TRAVEL OVERNIGHT Y/N # STUDENTS <input type="checkbox"/> # CHAPERONES <input type="checkbox"/>
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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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

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 .45 PER MILE							
Ashley Johnson	26-Jun-17			\$ 30	\$ 30	slc	350	\$ 158	\$ 45	\$ 50		\$ 1,000	\$ 270	\$ 957	\$ 443
	27-Jun-17	\$ 10		\$ 30	\$ 40										
	28-Jun-17	\$ 10		\$ 30	\$ 40										
	29-Jun-17	\$ 10		\$ 30	\$ 40										
Elementary Teacher 1	30-Jun-17	\$ 10		\$ 30	\$ 40	slc	350	\$ 158	\$ 27	\$ 50		\$ 500	\$ 270	\$ 741	\$ 345
	25-Jun-17			\$ 30	\$ 30										
	26-Jun-17	\$ 10		\$ 30	\$ 40										
	27-Jun-17	\$ 10		\$ 30	\$ 40										
Elementary Teacher 2				\$ -	\$ -			\$ -		\$ 50		\$ 500	\$ 270	\$ 740	\$ 160
	25-Jun-17			\$ 30	\$ 30										
	26-Jun-17	\$ 10		\$ 30	\$ 40										
	27-Jun-17	\$ 10		\$ 30	\$ 40										
Elementary Teacher 3				\$ -	\$ -			\$ -		\$ 50		\$ 500	\$ 270	\$ 741	\$ 160
	25-Jun-17			\$ 30	\$ 30										
	26-Jun-17	\$ 10		\$ 30	\$ 40										
	27-Jun-17	\$ 10		\$ 30	\$ 40										
Elementary Teacher 4				\$ -	\$ -			\$ -		\$ 50		\$ 500	\$ 270	\$ 741	\$ 160
	25-Jun-17			\$ 30	\$ 30										
	26-Jun-17	\$ 10		\$ 30	\$ 40										
	27-Jun-17	\$ 10		\$ 30	\$ 40										

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BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: <u>HH</u>	TOTAL COST OF REQUEST	\$ 9,536
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ashley Johnson</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 3-10-17		BOARD APPROVAL DATE	

new request

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2017 #2

<p>TITLE OF CONFERENCE</p> <p>Great Minds Institute</p> <p>PURPOSE OF CONFERENCE</p> <p>Understand the new laws applicable to our school and other legal issues</p>	<p>DESTINATION</p> <p>Philadelphia, PA</p> <p>REPORT TO: (CIRCLE ONE)</p> <p>BOARD STAFF TEAM</p>	<p>CHECK ONE</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">IN-RADIUS</td> <td style="width:25%;"></td> <td style="width:25%;">OUT-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></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	x	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	FUNDING SOURCE (MARK ONE)					TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30			DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE			DISTRICT PD	SPECIAL ED	ACTIVITIES	FEDERAL	SAFETY	
3rd grade teacher	1-Aug-17			\$ 30	\$ 30	Boise	350	\$ 149	\$ 45	\$ 50		\$ 500	\$ 433	\$ 477	\$ 394		
	2-Aug-17	\$ 10		\$ 30	\$ 40												
	3-Aug-17	\$ 10		\$ 30	\$ 40												
	4-Aug-17	\$ 10		\$ 30	\$ 40												
4th grade teacher	1-Aug-17			\$ 30	\$ 30	Boise		\$ -		\$ 50		\$ 500	\$ 433	\$ 477	\$ 200		
	2-Aug-17	\$ 10		\$ 30	\$ 40												
	3-Aug-17	\$ 10		\$ 30	\$ 40												
	4-Aug-17	\$ 10		\$ 30	\$ 40												
5th grade teacher	1-Aug-17			\$ 30	\$ 30	Boise		\$ -		\$ 50		\$ 500	\$ 433	\$ 477	\$ 200		
	2-Aug-17	\$ 10		\$ 30	\$ 40												
	3-Aug-17	\$ 10		\$ 30	\$ 40												
	4-Aug-17	\$ 10		\$ 30	\$ 40												
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BUDGET CODE:	PROGRAM DIRECTOR INITIAL: <i>HH</i>	TOTAL COST OF REQUEST	\$ 5,024
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 3-10-17			BOARD APPROVAL DATE