## TRAVEL REQUEST FORM (POLICY 405.21F)

March 2017 #3 MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 **CHECK ONE** TITLE OF CONFERENCE DESTINATION X Reno Nevada STN Conference IN-RADIUS OUT-RADIUS STUDENT TRAVEL OVERNIGHT Y/N **PURPOSE OF CONFERENCE** REPORT TO: (CIRCLE ONE) To receive updates on the latest techniques of transportation and way to **BOARD** STAFF **TEAM** # STUDENTS improve our department through training. # CHAPERONES FUNDING SOURCE (MARK ONE) REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE transpertation DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. DISTRICT PE SPECIAL ED **ACTIVITIES** OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION **MEALS** MILEAGE RENTAL CAR TOTAL **PARKING** DATE(S) OF BREAKFAST LUNCH DINNER DAILY DESTINATION MILES TOTAL NAMES OF ATTENDEES SHUTTLE SUB REGISTRATION AIRFARE LODGING STAFF TRAVEL BAGGAGE \$10 \$15 IN-STATE \$20 TOTAL CITY OR .45 TAXI REIMB AIRPORT **OUT-STATE \$30** PER MILE 7-7-17 - 7-12-17 | \$ 60 \$ 90 120 270 1000 \$ 450 299 \$ 650 \$ 720 Alicia Bywater Reno \$ -7-7-17 - 7-12-17 60 90 120 270 -1000 450 299 \$ 720 \$ 650 Ryan Edwards \$ \$ \$ \$ OFFICE USE ONLY ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. BUDGET CODE: TOTAL COST OF REQUEST 3,338 Trunspertation PROGRAM DIRECTOR INITIAL: SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: **BOARD APPROVAL** 

DATE

SIGNATURE OF SUPERINTENDENT:

## TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2017 #1

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BUDGET CODE: ATHLETICS-TRACK						PROGRAM DIRECTOR INITIAL: TOTAL							L COST OF REQUEST \$ 600							
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Accounts Payable
District Service Ctr.

## 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)							CHECK ONE							
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new request

## TRAVEL REQUEST FORM (POLICY 405.21F)

March 2017 # 2 MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 TITLE OF CONFERENCE DESTINATION X Great Minds Institute Philadelphia, PA IN-RADIUS **OUT-RADIUS** PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) STUDENT TRAVEL OVERNIGHT Y/N BOARD STAFF TEAM Understand the new laws applicable to our school and other legal issues # STUDENTS # CHAPERONES REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE FUNDING SOURCE (MARK ONE) SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. **OUT OF RADIUS AND** DISTRICT PD SPECIAL ED STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION MEALS MILEAGE DATE(S) OF BREAKFAST LUNCH DINNER IN- DAILY TOTAL DESTINATION MILES TOTAL PARKING RENTAL CAR *TOTAL STAFF* NAMES OF ATTENDEES SUB REGISTRATION AIRFARE LODGING TRAVEL \$10 \$15 STATE \$20 OUT-CITY OR .45 BAGGAGE SHUTTLE TAXI REIMB STATE \$30 AIRPORT PER MILE 1-Aug-17 30 \$ 30 30 \$ 40 2-Aug-17 \$ 10 \$ 3-Aug-17 \$ 10 30 40 3rd grade teacher \$ Boise 350 \$ 149 \$ 45 \$ 50 \$ 433 | \$ 477 | 500 \$ 394 4-Aug-17 \$ 10 30 \$ 40 1-Aug-17 30 \$ 30 2-Aug-17 \$ 10 30 \$ 40 10 30 40 \$ 4th grade teacher 3-Aug-17 \$ Boise \$ 50 500 \$ 433 \$ 477 \$ 200 4-Aug-17 \$ 10 30 40 1-Aug-17 30 \$ 30 2-Aug-17 \$ 10 30 40 5th grade teacher Boise \$ \$ \$ 50 500 \$ 433 \$ 477 \$ 200 3-Aug-17 \$ 10 30 40 4-Aug-17 \$ 10 30 40 \$ OFFICE USE ONLY ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. BUDGET CODE: PROGRAM DIRECTOR INITIAL: TOTAL COST OF REQUEST \$ 5,024 SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: HROSON SIGNATURE OF SUPERINTENDENT: \$ 3-10-17 BOARD APPROVAL DATE