

TRAVEL REQUEST FORM (POLICY 405.21F)

#1
10/16/17

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">Filewave Alliance Conference</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Filewave is the software we use to manage all of our devices, laptops, desktop, and ipads. He will be learning techniques and skills with this software.</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Indianapolis, IN</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="3" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> <td style="text-align: center;">N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">0</td> <td># CHAPERONES</td> <td style="text-align: center;">0</td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N			N	# STUDENTS	0	# CHAPERONES	0
IN-RADIUS		OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N			N											
# STUDENTS	0	# CHAPERONES	0											

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 STATE \$20 OUT-STATE \$30	IN-DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE							
BRANAN HARDCASTLE	28-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55	Twin Falls Airport	90	\$ 41	\$ 50	\$ 70		\$ 600	\$ 600	\$ 580	\$ 186
	29-Nov-17			\$ 30	\$ 30										
	30-Nov-17			\$ 30	\$ 30										
	1-Dec-17			\$ 30	\$ 30										
BRANAN HARDCASTLE	2-Dec-17	\$ 10	\$ 15	\$ 30	\$ 55										\$ 55
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			PERDIEM
REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: <u>ag</u> <u>SS</u>	TOTAL COST OF REQUEST	\$ 2,141
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT: 10-11-17			BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Oct 2017 # 2

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">AASL National Librarian Conference</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Professional Development</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Phoenix, AZ</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 style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">IN-RADIUS</td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;">OUT-RADIUS</td> <td style="width: 25%; border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> <td style="border: 1px solid black;"></td> </tr> <tr> <td style="border: 1px solid black;"># STUDENTS</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"># CHAPERONES</td> <td style="border: 1px solid black;"></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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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.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD	Minico	SPECIAL ED		ACTIVITIES
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							
Terril Catmull	8-Nov-17			\$ 30	\$ 30	SLC	350	\$158	\$ 27	\$ 50		\$ 399	\$ 300	\$ 619	\$ 375
	9-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55										
	10-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55										
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BUDGET CODE:	MINICO PROFESSIONAL DEVELOPMENT	PROGRAM DIRECTOR INITIAL: <i>ag</i>	TOTAL COST OF REQUEST \$ 1,693
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Suzette D. Miller</i> 9/27/2017			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 10-3-17			BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Oct 2017 #3

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">Thinking Strategies Winter Institutue</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Professional Development</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Denver, CO</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	
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FUNDING SOURCE (MARK ONE)

100 PD	District	SPECIAL ED	xx	ACTIVITIES	
FEDERAL		SAFETY		VOCATION	

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								
Tim Perrigot	28-Jan-18				\$ -	slc	350	\$ 158	\$ 54	\$ 50		\$ 1,695	\$ 225	\$ 970	\$ 427	
	29-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	30-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	31-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	1-Feb-18	\$ -	\$ -	\$ 30	\$ 30											
	2-Feb-18	\$ 10	\$ 15	\$ 20	\$ 45											
Bryan McKinney	28-Jan-18				\$ -	slc				\$ 50		\$ 1,695	\$ 225	\$ 970	\$ 215	
	29-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	30-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	31-Jan-18	\$ -	\$ -	\$ 30	\$ 30											
	1-Feb-18	\$ -	\$ -	\$ 30	\$ 30											
	2-Feb-18	\$ 10	\$ 15	\$ 20	\$ 45											
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BUDGET CODE: 100-621-District PROGRAM DIRECTOR INITIAL: ag TOTAL COST OF REQUEST \$ 6,421

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: _____

SIGNATURE OF SUPERINTENDENT: <u>10-3-17</u>	BOARD APPROVAL DATE	AJ on 9/13 9/19 gave inv wkshtSC
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TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Oct 2017 #4

TITLE OF CONFERENCE ASCD Empower 18 Conference PURPOSE OF CONFERENCE Professional Development	DESTINATION Boston, MA 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: 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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STUDENT TRAVEL OVERNIGHT Y/N														
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FUNDING SOURCE (MARK ONE)				
100 PD	xx	SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		VOCATION

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	23-Mar-18			\$ 30	\$ 30	SLC	350	\$ 158	\$ 100	\$ 50		\$ 539	\$ 500	\$ 1,596	\$ 503
	24-Mar-18	\$ 10	\$ 15	\$ 30	\$ 55										
	25-Mar-18	\$ 10	\$ 15	\$ 30	\$ 55										
	26-Mar-18	\$ 10	\$ 15	\$ 30	\$ 55										
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OFFICE USE ONLY

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BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: <u>UQ</u>	TOTAL COST OF REQUEST	\$ 3,138
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: _____

SIGNATURE OF SUPERINTENDENT: 10-11-17	BOARD APPROVAL DATE
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