

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

May #1

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">GEAR UP Youth Summit</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Educational Opportunity for GEAR UP students</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Idaho State University, Pocatello ID.</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: 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;">8</td> <td># CHAPERONES</td> <td style="text-align: center;">1</td> </tr> </table>	IN-RADIUS	X	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N			Y	# STUDENTS	8	# CHAPERONES	1
IN-RADIUS	X	OUT-RADIUS												
STUDENT TRAVEL OVERNIGHT Y/N			Y											
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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.

FUNDING SOURCE (MARK ONE)			
DISTRICT PD	SPECIAL ED	ACTIVITIES	
FEDERAL	SAFETY	VOCAATION	

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							
GEAR UP Students (8) & Cindy Florke Chaperone	June 19, 2017 - June 23, 2017				\$ -			\$ -							\$ -
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE:	<input checked="" type="checkbox"/> GEAR UP Idaho is paying for everything	PROGRAM DIRECTOR INITIAL: KD	TOTAL COST OF REQUEST \$ 0 -
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Kathy Dwyer			
SIGNATURE OF SUPERINTENDENT: Suzanne Miller			
			BOARD APPROVAL DATE: 5-12-17