

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 3/7/17



-
- 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: 32/22/17

To: **Board of Trustees**
 Browning Public Schools

From: John Rouse
Title: Superintendent

Subject: **In State Travel to Billings**

Description: I asked Wayne Hall to drive a school vehicle to Billings to carry the band instruments for the divisional tournament.

Financial Impact: \$280.00 (approximate)

Funding Source (Budget/grant, etc.): **Activities Budget 226.60.710.3452.582**

Attachment(s): Leave Request/email notice

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

Comments: _____

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

Leave request special circumstance

2/22/17 7:42 AM

Wendy,

Because we could not get all of the band instruments loaded onto the bus early this morning for the trip to Billings, I asked Wayne Hall to drive a school vehicle to Billings to carry the instruments.

We will need to get the board to approve Mr. Hall's travel after the fact. I could not locate any other staff member who was available and willing to drive the vehicle.

Mr. Hall will need to be reimbursed for his hotel and meal expenses.

Thanks.

John Rouse

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Wayne Hall
 Building Transportation

Employee # _____
 Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>2/22/17 - 2/24/17</u>	<u>24</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee Not Approved

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract) Relationship

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Haul Band Equipment to GBB/BBB Divisional Tournament (Attach Brochure/Agenda)

Location Billings, MT

Departure Date 2/22/17

Return Date 2/25/17

Departure Time 6:00 a.m.

Return Time 10:00 p.m.

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage _____ = \$ -0-
 Per Diem 4 days @ \$35.00 = \$ 140.00

Registration PO# _____ = \$ -0-
 Hotel PO# _____ = \$ 140.00
 Other PO# Airfare _____ = \$ -0-
 Other PO# Luggage _____ = \$ -0-

Sub Total \$ 280.00

Budget 226.60.710.3452.582 (75 %) \$ 105.00

Check Total \$ 140.00

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____