

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

#1 Sept 16

DATE SUBMITTED:	8/26/2016	NAME OF STAFF TRAVELING:	Leslie Korth, Julee Posyluzny, Ranae Chandler, Ashley Johnson
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
FEB 8-10, 2017	THE ART OF COACHING WINTER INSTITUTE	PACIFIC GROVE, CA	MEALS		\$ 8,220.00	\$ -	\$ 8,220.00	
			MILEAGE	\$ 200				
			LODGING	\$ 720				
			REGISTRATION	\$ 6,400				
			AIRFARE	\$ 300				
			OTHER	\$ 300				
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
Professional Development for Teacher Coaches.					\$ 8,220.00	\$ -	\$ 8,220.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

To gain valuable application skills on strategies for coaching frameworks, transformational skills, listening and student engagement and achievement

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Team meetings, collaboration, new teacher mentoring.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

Assessment, observation.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: <i>Heather Heyworth</i>	8/29/16
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 8-29-16	BOARD APPROVAL DATE: Last Update: 10/13/2014

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331 # 2 Sept 2016

DATE SUBMITTED:	8/30/16	NAME OF STAFF TRAVELING:	Kolby Dexter
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE																		
3/06/2017 - 3/07/2017	GEAR UP SRING MEETING	CDA, ID.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>MEALS</td><td>\$</td><td>130</td></tr> <tr><td>MILEAGE</td><td>\$</td><td>498</td></tr> <tr><td>LODGING</td><td>\$</td><td>250</td></tr> <tr><td>REGISTRATION</td><td></td><td></td></tr> <tr><td>AIRFARE</td><td></td><td></td></tr> <tr><td>OTHER</td><td></td><td></td></tr> </table>	MEALS	\$	130	MILEAGE	\$	498	LODGING	\$	250	REGISTRATION			AIRFARE			OTHER			\$ 877.70	-	\$ 877.70	
MEALS	\$	130																							
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WHY TRAVEL IS REQUIRED OR RECOMMENDED?			TOTAL:	TOTAL:	TOTAL:																				
GEAR UP Idaho has a mandatory meeting to inform coordinators about new policies and procedures for the upcoming school year of 2016-2017.				\$ 877.70	-	\$ 877.70																			

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
The purpose is to collaborate with other GEAR UP Coordinators to share ideas and events that have helped their program.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
The information presented at this meeting will be used on a daily basis.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
 INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:

[Handwritten Signature]

SIGNATURE OF SUPERINTENDENT:

[Handwritten Signature] 9-14-16

BOARD APPROVAL DATE:

Last Update 10/13/2014

STUDENT TRAVEL REQUEST FORM

RECEIVED

SEP 9 9 2016

ADVANCE BOARD APPROVAL REQUEST* #4 Sept 2016

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

MINIDOKA COUNTY SCHOOLS
DISTRICT OFFICE

DATE SUBMITTED:	9/9/2016	NAME OF GROUP TRAVELING:	EAST STUDENT COUNCIL, RENAISSANCE, BUILDERS CLUB, CHOIR, CHEER, DANCE, PUBLICATIONS, ORCHESTRA, BAND
ADVISOR NAME:	SHELLEY MERRILL		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	TRANSPORTATION				
MAY TBD	REWARD ACTIVITY TO LAGOON	LAGOON, UTAH	MEALS		\$ -	IT DEPENDS ON THEIR INVOLVEMENT IN FUNDRAISING	#VALUE!	FUND RAISING/ORGANIZATION
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
MARCH OVERNIGHT TBD	VISIT TO STATE CAPITAL (STUDENT COUNCIL ONLY)	BOISE	MEALS		\$ -	IT DEPENDS ON THEIR INVOLVEMENT IN FUNDRAISING	#VALUE!	STUDENT COUNCIL FUND
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
DEC. 3	CHEER COMPETITION	MURRAY, UT	MEALS		\$ -	SOME FOOD	#VALUE!	FUND RAISING/ORGANIZATION
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
FEB. 25,26	NATIONAL CHEER COMPETITION	ANAHEIM, CA	MEALS		\$ -	SOME FOOD	#VALUE!	FUND RAISING/ORGANIZATION
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
This trip is used as a reward incentive to get students to be involved and be committed to year-long school organizations.	\$ -	\$ -	#VALUE!	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
To have fun and enjoy the rewards of hard work and dedication. The Trip to Boise is an educational where the Student Council Members meet State leaders and legislators. They also participate in discussions and observe legislative processes. The cheerleaders have been invited by BSU to Murray, Utah for a competition that may qualify them for a national competition in Anaheim.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PROPOSED DATE _____

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE _____

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:	
<i>Shelley E. Merrill</i>	<i>Boyd [Signature]</i>	
SIGNATURE OF SUPERINTENDENT:	BOARD APPROVAL DATE	
<i>[Signature]</i> 9-13-16		

Mr. Merrill,

Good morning. We have been with BSU coaches for the weekend, preparing for competition. We have been asked to compete at a Regional Competition in Murray, Utah December 3rd. Can we get approved for that? Also... If we qualify at that competition we have the opportunity to attend nationals in Anaheim, California February 25 and 26. I know that its "been a year", but Do you think this is possible? I know that there are some companies that are willing to donate big amounts to help us get there. We would NOT be fundraising. The out of pocket for parents would be zero if not minimal. It would not be REQUIRED or MANDATORY for the girls to be on the national team. Please let me know if you can bring this up on Monday... Thank you for all you do, Arika

#5 Sept 2016

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

date Submitted:	September 14th, 2016	NAME OF STAFF TRAVELING:	Jeffery Collier
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source																					
22-Oct	Creating a Choral Culture - A Forum	Seattle, WA	<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td>meals</td><td>\$</td><td>30</td></tr> <tr><td>mileage</td><td>\$</td><td>162</td></tr> <tr><td>lodging</td><td>\$</td><td>-</td></tr> <tr><td>registration</td><td>\$</td><td>-</td></tr> <tr><td>airfare</td><td>\$</td><td>210</td></tr> <tr><td>other</td><td>\$</td><td>30</td></tr> <tr><td>total</td><td>\$</td><td>432</td></tr> </table>	meals	\$	30	mileage	\$	162	lodging	\$	-	registration	\$	-	airfare	\$	210	other	\$	30	total	\$	432	\$ 432.00		\$ 432.00	Choir Activity Account
meals	\$	30																										
mileage	\$	162																										
lodging	\$	-																										
registration	\$	-																										
airfare	\$	210																										
other	\$	30																										
total	\$	432																										
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mileage	\$																											
lodging	\$																											
registration	\$																											
airfare	\$																											
other	\$																											
total	\$																											
Total:				\$ 432.00	\$ -	\$ 432.00																						

why travel is required or recommended?
 This is a forum that is being held by academic and business leaders in the choir industry. Proposals are being made for how to reorganize the way that choirs are evaluated. A system of graded music and skill levels is being proposed and discussed at this forum with leaders from the Northwest states.

What is your purpose for attending workshops, conferences or activities?
 I am very interested in learning about and developing procedures that will help the students that I teach to more efficiently and thoroughly acquire skills and knowledge in my classroom.

How will the information gained from this travel be shared with staff and the board?
 I would be glad to send you a report or appear in person, if desired.

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
 I will be able to observe the learning of my students and see if the students attain a deeper understanding of the material.

A Travel Reimbursement Form must also be filled out to request Per diem information. incomplete travel requests will be returned for additional

Signature of Supervisor/administrator: 	<h1 style="color: blue; font-weight: bold;">RECEIVED</h1>	
Signature of superintendent: 9-14-16	<h2 style="color: blue;">SEP 14 2016</h2>	Board approval date:

Accounts Payable
District Service Ctr.

#6 ^{Sept} 2016

STUDENT TRAVEL REQUEST FORM

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/1/16	NAME OF GROUP TRAVELING:	FFA & FLORAL DESIGN CLASS
ADVISOR NAME:	BRANDI MILLIRON		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

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OCTOBER 8-9, 2016 (SAT & SUN)	FALL DESIGN SHOW (FLORAL DESIGN)	SALT LAKE CITY UT	<table border="1"> <tr><td>MEALS</td><td>\$ 70</td></tr> <tr><td>TRANSPORTATION</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ 125</td></tr> <tr><td>REGISTRATION</td><td>\$ 20</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td>\$ 90</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 250</td></tr> <tr><td>REGISTRATION</td><td>\$ 50</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td>\$ 188</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ 50</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td>\$ 268</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ 30</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td>\$ 300</td></tr> </table>	MEALS	\$ 70	TRANSPORTATION	\$ -	LODGING	\$ 125	REGISTRATION	\$ 20	AIRFARE		OTHER		MEALS	\$ 90	TRANSPORTATION		LODGING	\$ 250	REGISTRATION	\$ 50	AIRFARE		OTHER		MEALS	\$ 188	TRANSPORTATION		LODGING	\$ 400	REGISTRATION	\$ 50	AIRFARE		OTHER		MEALS	\$ 268	TRANSPORTATION		LODGING	\$ 400	REGISTRATION	\$ 30	AIRFARE		OTHER	\$ 300	\$ 215.00		\$ 215.00	PERSONAL
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AIRFARE																																																							
OTHER	\$ 300																																																						
APRIL 5-8, 2017	IDAHO FFA STATE FLORICULTURE CDE, HORSE & LIVESTOCK CDES, LEADERSHIP CDES, & STATE LEADERSHIP CONFERENCE	TWIN FALLS, ID	<table border="1"> <tr><td>MEALS</td><td>\$ 188</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ 50</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td>\$ 268</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ 30</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td>\$ 300</td></tr> </table>	MEALS	\$ 188	TRANSPORTATION		LODGING	\$ 400	REGISTRATION	\$ 50	AIRFARE		OTHER		MEALS	\$ 268	TRANSPORTATION		LODGING	\$ 400	REGISTRATION	\$ 30	AIRFARE		OTHER	\$ 300	\$ 635.00	\$ -	\$ 635.00	MINICO ACTIVITY / PERSONAL																								
MEALS	\$ 188																																																						
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REGISTRATION	\$ 30																																																						
AIRFARE																																																							
OTHER	\$ 300																																																						
JUNE 5-9, 2017	STATE CAREER DEVELOPMENT EVENTS	UNIVERSITY OF IDAHO, MOSCOW, ID	<table border="1"> <tr><td>MEALS</td><td>\$ 188</td></tr> <tr><td>TRANSPORTATION</td><td></td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ 30</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td>\$ 300</td></tr> </table>	MEALS	\$ 188	TRANSPORTATION		LODGING	\$ 400	REGISTRATION	\$ 30	AIRFARE		OTHER	\$ 300	\$ 995.00	\$ -	\$ 995.00	MINICO ACTIVITY / PERSONAL																																				
MEALS	\$ 188																																																						
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AIRFARE																																																							
OTHER	\$ 300																																																						
WHY TRAVEL IS REQUIRED OR RECOMMENDED?				TOTAL:	TOTAL:	TOTAL:																																																	
FFA members compete in Career Development Events (CDEs) as part of the professional student organization requirements set up by the State Department of CTE. There are several CDEs and activities that are offered across the state that are not attended by Minico's FFA members in an effort to reduce travel. FFA members attend the Idaho FFA Day on the Hill to recognize the legislators that yearly support our programs and students. 212/360 Conference is sponsored by National FFA to offer intensive training to members wishing to gain premiere leadership skills. Exec. committee retreat consists of officers & chairmen which must meet annually to develop chapter's Program of				\$ 2,235.00	\$ -	\$ 2,235.00																																																	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
 The FFA is an integral part of the Agriculture Science and Technology programs. Public Law 105-255, passed by the 15th U.S. Congress revised the wording of FFA as intracurricular. Members will compete in Career Development Events (CDEs) to expand upon the skills they acquire in class and in the FFA organization and apply them to career interest areas. Floral Design Show is an opportunity for Floral Design & Marketing students to receive training form industry leaders, and provide networking for studnets of florists' willing to help them. Retreat will develop our POA, conduct team building activities, and brainstorm ideas for upcoming year. POAs must be submitted to the State PTE Dept Ag Director yearly.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)
 WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: _____ MEETING FOLLOWING EVENT: _____

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)
Brandi Milliron

SIGNATURE OF PRINCIPAL:
Brandi Milliron 9/9/2016

SIGNATURE OF SUPERINTENDENT:
[Signature] 9-14-16

BOARD APPROVAL DATE: _____

RECEIVED
 SEP 14 2016
 Accounts Payable
 District Service Ctr.

7 Sept 2016

STUDENT TRAVEL REQUEST FORM

advance board approval request*

Minidoka County Joint School District # 331

date Submitted:	8/19/16	NAME OF GROUP TRAVELING:	Minico Reflections																									
ADVISOR NAME:	Jeff Collier		* Note: Advance Board approval is necessary for 1) All student overnight trips 2) All student non-educational trips in radius 3) all student trips out of radius. Please use the appropriate request form.																									
(Submit Typed Forms only; do not print and handwrite):																												
List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).																												
Date(s) of Travel	Description of Activity	Location of activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount student will pay	Amount requested for district to pay	Specific Funding Source																					
October 4-6, 2016	Reflections Retreat	Camp Pinedell - 1/2 mile past Magic Mountain Ski Resort	<table style="font-size: x-small; width: 100%;"> <tr><td>Meals</td><td>\$</td><td>100</td></tr> <tr><td>Transportation</td><td>\$</td><td>100</td></tr> <tr><td>Lodging</td><td>\$</td><td>100</td></tr> <tr><td>Registration</td><td>\$</td><td></td></tr> <tr><td>Airfare</td><td>\$</td><td></td></tr> <tr><td>Other</td><td>\$</td><td></td></tr> <tr><td>Total</td><td>\$</td><td>300</td></tr> </table>	Meals	\$	100	Transportation	\$	100	Lodging	\$	100	Registration	\$		Airfare	\$		Other	\$		Total	\$	300	\$ 230.00	-	\$ 230.00	Choir Activity Account
Meals	\$	100																										
Transportation	\$	100																										
Lodging	\$	100																										
Registration	\$																											
Airfare	\$																											
Other	\$																											
Total	\$	300																										
November 16-19, 2016	Idaho All-State Choir	Nampa, ID	<table style="font-size: x-small; width: 100%;"> <tr><td>Transportation</td><td>\$</td><td>200</td></tr> <tr><td>Lodging</td><td>\$</td><td>200</td></tr> <tr><td>Registration</td><td>\$</td><td>600 - 2400</td></tr> <tr><td>Airfare</td><td>\$</td><td></td></tr> <tr><td>Other</td><td>\$</td><td></td></tr> <tr><td>Total</td><td>\$</td><td>1000</td></tr> </table>	Transportation	\$	200	Lodging	\$	200	Registration	\$	600 - 2400	Airfare	\$		Other	\$		Total	\$	1000	\$ 305.00	-	\$ 305.00	Choir Activity Account and/or Minico Activity Account			
Transportation	\$	200																										
Lodging	\$	200																										
Registration	\$	600 - 2400																										
Airfare	\$																											
Other	\$																											
Total	\$	1000																										
May 4-7, 2016	Idaho State Solo Contest	Coeur d'Alene	<table style="font-size: x-small; width: 100%;"> <tr><td>Transportation</td><td>\$</td><td>35</td></tr> <tr><td>Lodging</td><td>\$</td><td>200</td></tr> <tr><td>Registration</td><td>\$</td><td>100</td></tr> <tr><td>Airfare</td><td>\$</td><td></td></tr> <tr><td>Other</td><td>\$</td><td></td></tr> <tr><td>Total</td><td>\$</td><td>335</td></tr> </table>	Transportation	\$	35	Lodging	\$	200	Registration	\$	100	Airfare	\$		Other	\$		Total	\$	335	\$ 335.00	-	\$ 335.00	Choir Activity Account, Minico Activity Account, Minico Activity Funds			
Transportation	\$	35																										
Lodging	\$	200																										
Registration	\$	100																										
Airfare	\$																											
Other	\$																											
Total	\$	335																										
			<table style="font-size: x-small; width: 100%;"> <tr><td>Transportation</td><td>\$</td><td></td></tr> <tr><td>Lodging</td><td>\$</td><td></td></tr> <tr><td>Registration</td><td>\$</td><td></td></tr> <tr><td>Airfare</td><td>\$</td><td></td></tr> <tr><td>Other</td><td>\$</td><td></td></tr> <tr><td>Total</td><td>\$</td><td>-</td></tr> </table>	Transportation	\$		Lodging	\$		Registration	\$		Airfare	\$		Other	\$		Total	\$	-	\$ -	-	\$ -				
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Lodging	\$																											
Registration	\$																											
Airfare	\$																											
Other	\$																											
Total	\$	-																										
why travel is required or recommended?				Total:	Total:	Total:																						
The Reflections Retreat is an intensive two day training for the leaders in the choral program at Minico High School. They will be trained in advanced choral techniques, leadership skills, group dynamics and techniques for working in groups, along with several music rehearsals. The other two activities are for the students who audition for this privilege. Once chosen, they will be required to prepare music at a much higher level than is expected in high school and then will present it on the state level.				\$ 870.00	-	\$ 870.00																						
What is your purpose for attending above activities? My one purpose is to acquire skills, materials and opportunities that will help my students to develop into better musicians, thinkers, human beings, and team players.																												
How will the information gained from this travel be shared with staff and the board? (Check One)																												
<input type="checkbox"/> Written Report to Superintendent <input type="checkbox"/> Written Report to Board <input checked="" type="checkbox"/> good news report to board																												
per policy #702.47 a complete travel proposal must be submitted				Proposed date		May, 2017																						
<input type="checkbox"/> Travel proposal attached <input type="checkbox"/> Travel Proposal received by dsc staff <input type="checkbox"/> Travel Proposal submitted prior to travel																												
A Travel Reimbursement Form must also be filled out to request Perdiem. incomplete travel requests will be returned for additional information.																												
Signature of Advisor: (Signature acknowledges compliance with policy 702.47)				RECEIVED		Signature of principal:																						
 9-14-16				SEP 14 2016 Accounts Payable District Service Ctr.		 9/9/2016																						
Signature of superintendent:				Board Approval Date																								

#8 Sept 2016

STUDENT TRAVEL REQUEST FORM

advance board approval request*
Minidoka County Joint School District # 331

date Submitted:	8/19/16	NAME OF GROUP TRAVELING:	Minico Reflections
ADVISOR NAME:	Jeff Collier	* Note: Advance Board approval is necessary for 1) All student overnight trips 2) All student non-educational trips in radius 3) all student trips out of radius. Please use the appropriate request form.	

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first

Date(s) of Travel	Description of Activity	Location of activity City & State	Itemized Expenses (include airfare, meals, mileage, registration)		total cost of expenses	Amount student will pay	Amount requested for district to pay	Specific Funding Source
			Meals	Other				
October 4-6, 2016	Serenity Sounds Tour	Salt Lake City, UT	Transportation	Registration \$ 200	\$ 200.00	\$ 200.00	\$ -	Choir Activity Account / Individual Students
November 16-19, 2016	Men's Choir Tour	Salt Lake City, UT	Transportation	Registration \$ 200	\$ 200.00	\$ 200.00	\$ -	Choir Activity Account / Individual Students
May 4-7, 2016	Spartan Singers / Reflections Tour	San Francisco, CA	Transportation	Registration \$ 600	\$ 600.00	\$ 600.00	\$ -	Choir Activity Account / Individual Students
			Meals		\$ -	\$ -	\$ -	
			Transportation					
			Lodging					
			Registration					
			Airfare					
			Other					

why travel is required or recommended?
 These tours will provide an opportunity for students to gain firsthand knowledge and skills and to demonstrate the same. Total: \$ 1,000.00 \$ 1,000.00 \$ -

What is your purpose for attending above activities?
 My one purpose is to acquire skills, materials and opportunities that will help my students to develop into better musicians, thinkers, human beings, and team members.

How will the information gained from this travel be shared with staff and the board? (Check One)

Written Report to Superintendent

Written Report to Board

good news report to board

Proposed date May, 2017

per policy #702.47 a complete travel proposal must be submitted

Travel proposal attached

Travel Proposal received by dsc staff

Travel Proposal submitted prior to travel

Proposed date

A Travel Reimbursement Form must also be filled out to request Perdiem. incomplete travel requests will be returned for additional information.

Signature of Advisor: (Signature acknowledges compliance with policy 702.47) <i>Jeff Collier</i>	Signature of principal: <i>Raymond Miller 9/9/2016</i>
Signature of superintendent: <i>[Signature]</i> 9-14-16	Board Approval Date:

RECEIVED

SEP 14 2016

Accounts Payable
District Service Ctr.

Volleyball

STUDENT TRAVEL REQUEST FORM

#9 Sept 2016

advance board approval request*

Minidoka County Joint School District # 331

date Submitted:	8/23/16	NAME OF GROUP TRAVELING:	Varsity Minico Volleyball Team
ADVISOR NAME:	Michelle Perry	* Note: Advance Board approval is necessary for 1) All student overnight trips 2) All student non-educational trips in radius 3) all student trips out of radius. Please use the appropriate request form.	

(Submit Typed Forms only; do not print and handwrite):

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Description of Activity	Location of activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount student will pay	Amount requested for district to pay	Specific Funding Source												
Sept. 30-Oct 1	Volleyball tournament	Borah High School	<table border="1"> <tr><td>Meals</td><td>\$ -</td></tr> <tr><td>Transportation</td><td>324 Miles</td></tr> <tr><td>Lodging</td><td>\$ 900</td></tr> <tr><td>Registration</td><td>\$ 250</td></tr> <tr><td>Airfare</td><td>\$ -</td></tr> <tr><td>Other</td><td>\$ -</td></tr> </table>	Meals	\$ -	Transportation	324 Miles	Lodging	\$ 900	Registration	\$ 250	Airfare	\$ -	Other	\$ -	\$ 550.00	\$ 550.00	\$Mileage for #26 miles	Fundraising
Meals	\$ -																		
Transportation	324 Miles																		
Lodging	\$ 900																		
Registration	\$ 250																		
Airfare	\$ -																		
Other	\$ -																		
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Meals	\$ -																		
Transportation																			
Lodging																			
Registration																			
Airfare																			
Other																			

why travel is required or recommended?	Total:	Total:	Total:
To improve for our season	\$ 550.00	\$ 550.00	Mileage for 326 miles

What is your purpose for attending above activities?
To improve for our season

RECEIVED

How will the information gained from this travel be shared with staff and the board? (Check One)

Written Report to Superintendent

Written Report to Board

good news report to board

per policy #702.47 a complete travel proposal must be submitted

Travel proposal attached

Travel Proposal received by dsc staff

Travel Proposal submitted prior to travel

SEP 14 2016

Accounts Payable District Service Ctr.

A Travel Reimbursement Form must also be filled out to request Perdiem. incomplete travel requests will be returned for additional information.

Signature of Advisor: (Signature acknowledges compliance with policy 702.47) *Michelle Perry*

Signature of principal: *[Signature]*

Signature of superintendent: *[Signature]*

Board Approval Date: *9/13/2016*

9-14-16

9-14-16

#10 Sept. 16.

RECEIVED
SEP 19 2016

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED: 9/19/16 NAME OF STAFF TRAVELING: Team of 4 from Minico High School and district office
DISTRICT OFFICE

(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD. A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY STATE CITY &	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE																																																
TBD	EDGENUITY SITE VISIT	ALBUQUERQUE, NM	<table border="1"> <tr><td>MEALS</td><td>\$ 240</td></tr> <tr><td>MILEAGE</td><td>\$ 169</td></tr> <tr><td>LODGING</td><td>\$ 150</td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td>\$ 300</td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 240	MILEAGE	\$ 169	LODGING	\$ 150	REGISTRATION		AIRFARE	\$ 300	OTHER		MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		\$ 858.75	\$ -	\$ 858.75	
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<p>WHY TRAVEL IS REQUIRED OR RECOMMENDED?</p> <p>The district, Minico High School in particular is going to pilot Edgenuity. The trip will provide the team insights on how other schools have effectively implemented the program. Edgenuity will cover the cost of 3 individuals.</p>				TOTAL: \$ 858.75	TOTAL: \$ -	TOTAL: \$ 858.75																																																	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
Visiting other schools effectively using the program will provide insights and best practices as we implement a pilot and evaluation of Edgenuity.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
The visiting team will bring back insights from the visit to share with Minico High School staff, administrators, and school board.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. INCOMPLETE TRAVEL

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: *Ashley Johnson*

SIGNATURE OF SUPERINTENDENT: *[Signature]* 9-19-16

BOARD APPROVAL DATE: