

TRAVEL REQUEST FORM (POLICY 546.00F)

#1 July 2019

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE GEAR UP WEST 2019 PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT- GEAR UP	DESTINATION TACOMA WASHINGTON 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 OF RADIUS X</td> <td style="width:25%;"></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 OF RADIUS X		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN RADIUS		OUT OF RADIUS X												
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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	VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS			DAILY TOTAL	MILEAGE		Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB	
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30		DESTINATION CITY OR AIRPORT	MILES									TOTAL .45 PER MILE
AMY CHIESA	19-Oct-19		\$ 15	\$ 30	\$ 45	TWIN	94	\$ 42.30	NO	\$ 60	\$ 60	\$ -	\$ 225	\$ 590	\$ 375	\$ 172.30
	20-Oct-19	\$ 10	\$ 15	INCLUDED	\$ 25											
	21-Oct-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
TBA	19-Oct-19		\$ 15	\$ 30	\$ 45					\$ 60	\$ -	\$ 225	\$ 590	\$ 375	\$ 130.00	
	20-Oct-19	\$ 10	\$ 15	INCLUDED	\$ 25											
	21-Oct-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	22-Oct-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
					\$ -											\$ -
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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. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.	
BUDGET CODE: 100.621.0380 PROGRAM DIRECTOR INITIAL: <i>[Signature]</i>	TOTAL COST OF REQUEST \$ 2,862.30

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: *[Signature]* DocuSigned by: *[Signature]* 7/10/2019 BOARD APPROVAL DATE: *[Signature]* 7-15-19

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#2 July 2020

TITLE OF CONFERENCE AMLE ASSOCIATION FOR MIDDLE SCHOOL LEVEL EDUCATION PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT- DISTRICT	DESTINATION NASHVILLE TN 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 OF RADIUS X</td> <td style="width: 25%;"></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 OF RADIUS X		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)						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			DISTRICT CAR AVAILABLE	DISTRICT PD	SPECIAL ED	ACTIVITIES	FEDERAL	SAFETY	
DUSTIN HEATH	6-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55	SLC	350	\$ 157.50	NO	\$ 60	\$ 75	\$ -	\$ 649	\$ 450	\$ 660	\$ 347.50	
	7-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
GREG DURRANT	6-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55			\$ -		\$ 60	\$ -	\$ 649	\$ 450	\$ 660	\$ 190.00		
	7-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
ISAAC MOFFETT	6-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55			\$ -		\$ 60	\$ -	\$ 649	\$ 450	\$ 660	\$ 190.00		
	7-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
DIANE BLOOD	6-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55			\$ -		\$ 60	\$ -	\$ 649	\$ 450	\$ 660	\$ 190.00		
	7-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	8-Nov-19	\$ 10	INLCUDED	\$ 30	\$ 40												
	9-Nov-19	\$ 10	\$ 15	\$ 30	\$ 55												
							\$ -									\$ -	
							\$ -										\$ -

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BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS TOTAL COST OF REQUEST \$ 8,268.50
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		DocuSigned by: <i>Abby Johnson</i>	
SIGNATURE OF SUPERINTENDENT:		7/11/2019	BOARD APPROVAL DATE: <i>7-15-19</i>

BDA355988D4640C...

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#4 July 2019

TITLE OF CONFERENCE COLLECTIVE EFFICACY INSTITUTE PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT- SCHOOL FUNDS	DESTINATION CHICAGO IL 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 OF RADIUS X</td> <td style="width: 25%;"></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 OF RADIUS X		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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FUNDING SOURCE (MARK ONE)				
DISTRICT PD	<input checked="" type="checkbox"/>	SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	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	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55	TWIN FALLS	94	\$ 42.30	NO	\$ 60	\$ 60	\$ -	\$ 450	\$ 600	\$ 390	\$ 212.30
	1-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	2-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
DANELLE STUTZMAN	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55											
	1-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30			\$ -		\$ 60		\$ -	\$ 450	\$ 600	\$ 390	\$ 170.00
	2-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
ELISSA EVANS	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55											
	1-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30			\$ -		\$ 60		\$ -	\$ 450	\$ 600	\$ 390	\$ 170.00
	2-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
TBA	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55											
	1-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30			\$ -		\$ 60		\$ 260	\$ 450	\$ 600	\$ 390	\$ 170.00
	2-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
KAILEY HANSEN	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55											
	1-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30			\$ -		\$ 60		\$ 260	\$ 450	\$ 600	\$ 390	\$ 170.00
	2-Oct-19	INLCUDED	INLCUDED	\$ 30	\$ 30											
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
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BUDGET CODE: 100.621.0380	PROGRAM DIRECTOR INITIAL:	SS	TOTAL COST OF REQUEST	\$ 8,452.30
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR Ellen Austin	DocuSigned by: Heather Hepworth	DocuSigned by: Bonnie Keen	BOARD APPROVAL DATE 7-15-19
SIGNATURE OF SUPERINTENDENT BDA355988D4640C...	DocuSigned by: 7A4A66D24A314E2...	7/11/2019	70AF082A151C41A

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MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#5 July, 2019

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ANGELA DAVIDSON	30-Sep-19	\$ 10	\$ 15	\$ 30	\$ 55											
	1-Oct-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	2-Oct-19	INCLUDED	INCLUDED	\$ 30	\$ 30			\$ -		\$ 60		\$ -	\$ 450	\$ 600	\$ 390	\$ 170.00
	3-Oct-19	\$ 10	\$ 15	\$ 30	\$ 55											
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BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 1,670.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		7-15-19	
SIGNATURE OF SUPERINTENDENT:		Bonniekins	BOARD APPROVAL DATE 7-15-19