

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#1 Sept 2018

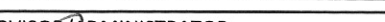

TITLE OF CONFERENCE TLC Counselor PURPOSE OF CONFERENCE Professional Development	DESTINATION BALTIMORE, MD REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE			
		IN-RADIUS		OUT-RADIUS	XX
		STUDENT TRAVEL OVERNIGHT Y/N			
		# STUDENTS		# CHAPERONES	

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. REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD	TLC	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 \$20	OUT-STATE \$30	IN-DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE							
Tyson Christenson						\$ -	Salt Lake City	350	\$ 158	No	\$ -	\$ 275	1750		\$ 348	\$ 313
	1-Oct-18		\$ 15	\$ 30	\$ 45	\$ -										
	2-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55	\$ -										
	3-Oct-18	\$ 10	\$ 15	\$ 30	\$ 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:	100 PD funds	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 2,686
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			BOARD APPROVAL DATE

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: <u>STUDENT ACTIVITIES-CHOIR</u>	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST \$ <u>670</u>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: 		
SIGNATURE OF SUPERINTENDENT:  9-12-18	BOARD APPROVAL DATE	

TRAVEL REQUEST FORM

POLICY 546.00F)

#3 Sept 2018

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331		CHECK ONE	
TITLE OF CONFERENCE	DESTINATION	IN-RADIUS	OUT-RADIUS
2018 National ID&R Forum	Salt Lake City Philly	1422	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N	
Professional Development	BOARD STAFF TEAM	# STUDENTS	# CHAPERONES
ALL TRIP COSTS OF THIS DISTRICT ARE SUBJECT TO		FUNDING SOURCE (MARK ONE)	

Professional Development	
<p>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.</p> <p>OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.</p>	

FUNDING SOURCE (MARK ONE)					
DISTRICT PD		SPECIAL ED		ACTIVITIES	
FEDERAL	253	SAFETY		VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILEAGE		Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER \$20 OUT-STATE \$30	IN-STATE \$30			MILES	TOTAL .45 PER MILE								
Jamie Arteaga				\$ 30	\$ 30	Salt Lake City	350	\$ 158	No	\$ 50	\$ 100		\$ 175	\$ 550	\$ 450	\$ 353	
	8-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55												
	10-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55												
	11-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55												
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OFFICE USE ONLY

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

ALL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.
AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

PERDIEM REIMBURSED

BUDGET CODE: 253 Migrant ID&R Coordinator		PROGRAM DIRECTOR INITIAL: 		SL	TOTAL COST OF REQUEST	\$ 1,678
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: 		6/1/2018 8:08:28 AM PDT				
SIGNATURE OF SUPERINTENDENT: 		6/1/2018 10:16:38 AM PDT		BOARD APPROVAL DATE		

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TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#4 Sept 2018

TITLE OF CONFERENCE ABPA WESTERN REGIONAL BACKFLOW CONFERENCE PURPOSE OF CONFERENCE MAINTENANCE PROFESSIONAL DEVELOPMENT	DESTINATION LAS VEGAS, NV REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE			
		IN RADIUS		OUT OF RADIUS	X
		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	X	SPECIAL ED	
FEDERAL		SAFETY	
		ACTIVITIES	
		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								
DARREN BAKER	28-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55	SLC	350	\$ 158	NO	\$ 50	\$ 60	\$ -	\$ 180	\$ 138	\$ 750	\$ 378
	29-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55											
	30-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55											
	31-Oct-18	\$ 10	\$ 15	\$ 30	\$ 55											
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OFFICE USE ONLY

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PERDIEM

REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: MAINTENANCE PROGRAM DIRECTOR INITIAL: SS TOTAL COST OF REQUEST \$ 1,556

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: DocuSigned by:

Pat Swigert

9/11/2018 8:56:09 PM PDT

SIGNATURE OF SUPERINTENDENT: DocuSigned by: B540B672D874433...

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BOARD APPROVAL
DATE

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#5 Sept 2018

TITLE OF CONFERENCE Empower 19 (ASCD) PURPOSE OF CONFERENCE Professional Development						DESTINATION Chicago, IL REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM						CHECK ONE IN-RADIUS OUT-RADIUS XX 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. 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					MILEAGE			Y/N	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									DISTRICT CAR AVAILABLE	
Sanie Baker	15-Mar-19		\$ 15	\$ 30		\$ 45	SLC	350	\$ 158		\$ 148			\$ 575	\$ 525	\$ 1,323	\$ 368		
	16-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	17-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	18-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
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Heather Hepworth	15-Mar-19		\$ 15	\$ 30		\$ 45			\$ -		\$ 100		\$ 575	\$ 525	\$ 1,323	\$ 310			
	16-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	17-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	18-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
					\$ -														
Ellen Austin	15-Mar-19		\$ 15	\$ 30		\$ 45			\$ -		\$ 100		\$ 575	\$ 525	\$ 1,323	\$ 310			
	16-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	17-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	18-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
					\$ -														
Angela Davidson	15-Mar-19		\$ 15	\$ 30		\$ 45			\$ -		\$ 100		\$ 575	\$ 525	\$ 1,323	\$ 310			
	16-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
	17-Mar-19	\$ 10	\$ 15	\$ 30	\$ 55														
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PERDIEM REIMBURSED AHEAD

FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: _____ PROGRAM DIRECTOR INITIAL: AS SL TOTAL COST OF REQUEST \$ 11,138

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: DocuSigned by: Ashley Johnson

8/20/2018 7:17:03 PM PDT

SIGNATURE OF SUPERINTENDENT: DocuSigned by: 491EDCBC308A4AD...

8/21/2018 12:46:28 PM PDT

BOARD APPROVAL DATE

BDA355988D4640C...

#6 Sept 2018

TITLE OF CONFERENCE						DESTINATION						CHECK ONE														
MINICO CHOIR TOUR						SEATTLE, WASHINGTON						IN-RADIUS				OUT-RADIUS		X								
PURPOSE OF CONFERENCE						REPORT TO: (CIRCLE ONE)						STUDENT TRAVEL OVERNIGHT Y/N														
PROVIDE A MUSICAL EXPERIENCE WHERE STUDENTS WILL SHARE AND COLLABORATE THEIR MUSICAL TALENTS WITH OTHER STUDENTS						BOARD		STAFF		TEAM		# STUDENTS		50		# CHAPERONES		5								
REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT 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				MILEAGE			Y/N		PARKING BAGGAGE		RENTAL CAR SHUTTLE TAXI		SUB		REGISTRATION		AIRFARE		LODGING		TOTAL STAFF REIMB	
JEFF COLLIER		MARCH 25- March 30, 2019		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															
								SEATTLE, WA			N															
							\$ -																			
CHAPERONES TBD		MARCH 25- March 30, 2019					\$ -																			
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CHOIR STUDENTS		MARCH 25- March 30, 2019					\$ -																			
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PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE:

CHOIR FDS, MADRIGAL DINNER FUNDRAISER

PROGRAM DIRECTOR INITIAL:

TOTAL COST OF REQUEST

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:

BOARD APPROVAL
DATE

9-12-18