

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION	CHECK ONE	
FFA NEW OFFICER TRAINING	RIGBY, IDAHO	IN-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	OUT-RADIUS	
OFFICER TRAINING WITH RIGBY FFA CHAPTER	BOARD STAFF TEAM	STUDENT TRAVEL OVERNIGHT Y/N	
		# STUDENTS	10
		# CHAPERONES	3

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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

OUT OF

FUNDING SOURCE (MARK ONE)

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS			DINNER IN-STATE \$20 OUT-STATE \$30	MILEAGE			Y/N DISTRICT CAR AVAILABLE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15			DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
MINICO FFA CHAPTER	APRIL 10-11, 2020				\$ -	RIGBY	270		N		Bus \$ 270				\$ 480	
				\$ -												
				\$ -												
				\$ -												
TROY BIRD	APRIL 10-11, 2020				\$ -									\$ 120		
				\$ -												
				\$ -												
				\$ -												
JESSICA STAPELMAN	APRIL 10-11, 2020				\$ -									\$ 120		
				\$ -												
				\$ -												
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CANDICE GARDNER	APRIL 10-11, 2020				\$ -									\$ 120		
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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: <u>STUDENT ACTIVITIES-FFA</u>	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST	\$ 1,110
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: 			
SIGNATURE OF SUPERINTENDENT: _____			BOARD APPROVAL DATE _____

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE UTAH STATE CONCERT BAND FESTIVAL PURPOSE OF CONFERENCE PARTICIPATE IN MUSIC FESTIVAL				DESTINATION LOGAN, UTAH REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM			CHECK ONE								
				IN-RADIUS		X		OUT-RADIUS							
				STUDENT TRAVEL OVERNIGHT Y/N											
				# STUDENTS		22		# CHAPERONES		4					
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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.				FUNDING SOURCE (MARK ONE)											
				DISTRICT PD FEDERAL		SPECIAL ED SAFETY		ACTIVITIES VOCATION		X					
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	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
MINICO BAND	APRIL 24-25, 2020				LOGAN	264		N		Bus \$ 264		\$ 120		\$ 952	
	Apr 17-18, 2020														
		\$ -	\$ -	\$ -		\$ -				\$ -					

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BUDGET CODE:	STUDENT ACTIVITIES-BAND	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 1,336
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		BOARD APPROVAL DATE:	

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

March 2020

TITLE OF CONFERENCE WEST MINICO REWARDS LAGOON TRIP PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT-				DESTINATION FARMINGTON UTAH REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM				CHECK ONE										
						IN RADIUS				OUT OF RADIUS <input checked="" type="checkbox"/>								
										STUDENT TRAVEL OVERNIGHT Y/N								
						# STUDENTS		25		# CHAPERONES								
										2								
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. 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		
		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	
25 STUDENTS	MAY TBA				\$ -													\$ -
					\$ -													\$ -
					\$ -						\$ 550			\$ 925				\$ -
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2 STAFF MEMBERS	MAY TBA				\$ -													\$ -
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EACH STUDENT PAYS FOR THEIR TICKET 37\$ AND 22\$ FOR BUS

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 PERDIEM EXPENSES INCURRED.												
BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	<i>SS</i>	TOTAL COST OF REQUEST	\$ 1,475.00							
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		<i>Dustin Heath</i>		3/2/2020								
SIGNATURE OF SUPERINTENDENT:		<i>[Signature]</i>		3/2/2020		BOARD APPROVAL DATE						