

# OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DEC 16 - #1

11/28/2016

Blaine Call

(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).

Jan. 12 - 15. 2017	Stained glass master class workshop	Mesa, Arizona	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
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ 128.00	\$ -	\$ 128.00	
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ 108.00	\$ -	\$ 108.00	
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ 120.00	\$ -	\$ 120.00	
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	
<b>WHY TRAVEL IS REQUIRED OR RECOMMENDED?</b>				TOTAL:	TOTAL:	TOTAL:	
This workshop is being conducted at the art studio of Ralph Barksdale in Mesa, Arizona. Mr. Barksdale is a master glass painter and designer.				\$ 356.00	\$ -	\$ 356.00	Minico profesional development

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

My desire is to obtain more knowledge of stained glass as an art. Focussing on some history of the craft, the current uses and trends, and new processes of creating painted glass windows.

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

Completed artwork will be displayed for the board members, staff and students to view.

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

The effectiveness will be viewed in the increased quality and complexity of the artwork produced. The information will also be shared with students and the art principles applied to student projects.

RECEIVED

NOV 29 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 SUPERVISOR/ADMINISTRATOR:

*Suzanne Miller*

11/29/2016

SIGNATURE OF SUPERINTENDENT:

*[Signature]*  
11/30/16

BOARD APPROVAL DATE:

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  San Diego Innovation Summit 2017  PURPOSE OF CONFERENCE  Technology Intergration Strategies	DESTINATION  San Diego, CA  REPORT TO: (CIRCLE ONE)  BOARD <u>STAFF</u> TEAM	CHECK ONE  IN-RADIUS <input type="checkbox"/> OUT-RADIUS <input checked="" type="checkbox"/>
		STUDENT TRAVEL OVERNIGHT Y/N
		# STUDENTS <input type="checkbox"/> # CHAPERONES <input type="checkbox"/>

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.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)						
		BREAKFAST \$10	LUNCH \$15	DINNER STATE \$20 OUT-STATE \$30	IN-DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE		DISTRICT PD FEDERAL	SPECIAL ED SAFETY	ACTIVITIES VOCATION	SCHOOL	TOTAL STAFF REIMB		
Elissa Evans	Feb 6-8			\$ 20	\$ 20	BOISE to San Diego		\$ -		\$ 50	\$ 50	\$ 420	\$ 230	\$ 240	\$ 160	
	7-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
	8-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
					\$ -											
Tricia Buckley	Feb 6-8			\$ 20	\$ 20	BOISE to San Diego		\$ -		\$ 50	roving sub	\$ 420	\$ 230	\$ 240	\$ 160	
	7-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
	8-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
					\$ -											
Ellen Austin	Feb 6-8			\$ 20	\$ 20	Rupert to Boise BOISE to San Diego	330	\$ 149	\$ 50			\$ 420	\$ 230	\$ 240	\$ 309	
	7-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
	8-Feb- <del>16</del> 17	\$ 10	\$ 15	\$ 20	\$ 45											
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE:	<u>259.3.259.105</u>	PROGRAM DIRECTOR INITIAL:	<u>CB</u>
		TOTAL COST OF REQUEST	<b>\$ 3,349</b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <u>Colleen B. Johnson</u>			
SIGNATURE OF SUPERINTENDENT: <u>[Signature]</u>		BOARD APPROVAL DATE:	<u>12-9-16</u>

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  Bonneville Wrestling Tournament  PURPOSE OF CONFERENCE  Wrestling Tournament	DESTINATION  Bonneville High School  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-RADIUS</td> <td style="width: 25%; text-align: center;">x</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">16</td> <td># CHAPERONES</td> <td style="text-align: center;">3</td> </tr> </table>	IN-RADIUS		OUT-RADIUS	x	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	16	# CHAPERONES	3
IN-RADIUS		OUT-RADIUS	x											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	16	# 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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

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

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI Trans.	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							
Minico Wrestling Team	Dec 16-17				\$ -				A to B \$ 800					\$ 525	\$ <del>800</del>
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BUDGET CODE: \_\_\_\_\_ PROGRAM DIRECTOR INITIAL: \_\_\_\_\_ TOTAL COST OF REQUEST \$ 1,325

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: \_\_\_\_\_ BOARD APPROVAL DATE: \_\_\_\_\_