

TRAVEL REQUEST JRM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

MAR #1

TITLE OF CONFERENCE BOISE STATE CAPITAL MEET WITH LEGISLATORS PURPOSE OF CONFERENCE EAST MINICO TRAVEL WITH STUDENTS	DESTINATION BOISE REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">IN RADIUS X</td> <td style="width: 33%;">OUT OF RADIUS</td> <td style="width: 34%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">9</td> <td># CHAPERONES</td> </tr> </table>	IN RADIUS X	OUT OF RADIUS		STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS	9	# CHAPERONES
IN RADIUS X	OUT OF RADIUS										
STUDENT TRAVEL OVERNIGHT Y/N											
# STUDENTS	9	# 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.

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								
TERRY MERRILL	19-Mar-19		INCLUDED WITH STUDENTS		\$ -	BOISE	\$ -	YES							\$ 100	\$ -
	20-Mar-19			\$ -												
				\$ -												
SHELLY MERRILL	19-Mar-19		INCLUDED WITH STUDENTS		\$ -		\$ -									\$ -
	20-Mar-19			\$ -												
				\$ -												
9 STUDENTS					\$ -		\$ -								\$ 400	\$ -
				\$ -												
				\$ -												
					\$ -											\$ -
					\$ -											\$ -
					\$ -											\$ -
					\$ -											\$ -

ALL EXPENSES ARE BEING PAID BY STUDENT COUNCIL FUNDS AT EAST MINICO

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

BUDGET CODE: 100.621.0380 PROGRAM DIRECTOR INITIAL: JRM SS TOTAL COST OF REQUEST \$ **500.00**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Terry Merrill 3/8/2019

SIGNATURE OF SUPERINTENDENT: [Signature] 2BDCA1E338CB477... 3/8/2019 BOARD APPROVAL DATE

MAR #2

TITLE OF CONFERENCE MINICO SENIOR TRIP PURPOSE OF CONFERENCE SENIOR TRIP	DESTINATION ANAHEIM, CALIFORNIA REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border: 1px solid black;">IN-RADIUS</td> <td style="width:50%; border: 1px solid black;">OUT-RADIUS</td> <td style="width:50%; border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td colspan="3" style="border: 1px solid black; text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td style="border: 1px solid black;"># STUDENTS</td> <td style="border: 1px solid black; text-align: center;">156</td> <td style="border: 1px solid black;"># CHAPERONES</td> </tr> <tr> <td colspan="2" style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">12</td> </tr> </table>	IN-RADIUS	OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS	156	# CHAPERONES			12
IN-RADIUS	OUT-RADIUS	X												
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	156	# CHAPERONES												
		12												

REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT OUT OF RADIUS 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.

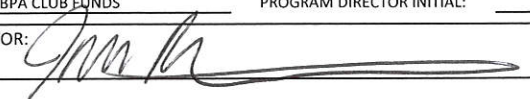
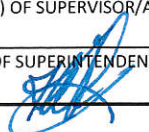
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)						
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE			DISTRICT CAR AVAILABLE	DISTRICT PD FEDERAL	SPECIAL ED SAFETY	ACTIVITIES VOCATION	REGISTRATION	AIRFARE	LODGING
STUDENTS TBD	MAY 10-12, 2019					ANAHEIM, CA	860		N		A to B \$17,394 busing	\$-	Event \$15,600 tickets				
					\$ -												
					\$ -												
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					\$ -							\$ 17,394	\$ -	\$ 15,600	\$ -	\$ -	403

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>SR CELEBRATION COMMITTEE; STUDENT PERSONAL FDS</u>	PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST \$ 32,994
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:	
SIGNATURE OF SUPERINTENDENT: Not approved	BOARD APPROVAL DATE: 3-8-19

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

MAR #3

TITLE OF CONFERENCE NATIONAL BPA COMPETITION PURPOSE OF CONFERENCE STATE BPA WINNERS ADVANCING TO NATL COMPETITION					DESTINATION ANAHEIM, CALIFORNIA REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM					CHECK ONE						
										IN-RADIUS		OUT-RADIUS				X
										STUDENT TRAVEL OVERNIGHT Y/N						
										# STUDENTS	2	# CHAPERONES			1	
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	X	
										FEDERAL		SAFETY		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	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
TIM BEHUNIN	Apr 30, 2019			\$ 30	\$ 30	TWIN FALLS			Y	\$ 50	\$ 100	\$ 225	\$ 125	\$ 325	\$ 1,125	\$ 425
	May 1, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	May 2, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	May 3, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	May 4, 2019	\$ 10	\$ 15	\$ 30	\$ 55											
	May 5, 2019	\$ 10	\$ 15		\$ 25											
					\$ -											
JOSHUA DIBB	APR 30-MAY 5				\$ -					\$ 50			\$ 125	\$ 325	\$ 563	
					\$ -											
					\$ -											
					\$ -											
JACK BEHUNIN	APR 30-MAY 5				\$ -					\$ 50			\$ 125	\$ 325	\$ 563	
					\$ -											
					\$ -											
					\$ -											
				\$ -												
				\$ -												
				\$ -												
				\$ -												
				\$ -												
		\$ 50	\$ 75	\$ 150	\$ 275			\$ -		\$ 150	\$ 100	\$ 225	\$ 375	\$ 975	\$ 2,250	425

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BUDGET CODE: _____ CTE FUNDS/BPA CLUB FUNDS	PROGRAM DIRECTOR INITIAL: <u>C. Jagan</u>	TOTAL COST OF REQUEST \$ 4,450
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: 		
SIGNATURE OF SUPERINTENDENT:  <u>3-12-19</u>		BOARD APPROVAL DATE: _____

