

## MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE				DESTINATION				CHECK ONE							
JAYBIRD MEMORIAL WRESTLING TOURNAMENT				NAMPA, ID				IN-RADIUS		X		OUT-RADIUS			
PURPOSE OF CONFERENCE				REPORT TO: (CIRCLE ONE)				STUDENT TRAVEL OVERNIGHT Y/N							
GIRLS WRESTLING TEAM COMPETITION				BOARD      STAFF      TEAM				# STUDENTS		11		# 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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.				OUT OF				FUNDING SOURCE (MARK ONE)							
				DISTRICT PD				SPECIAL ED		ACTIVITIES		X			
				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	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
GIRLS WRESTLING TEAM	JAN 24-			\$ -	NAMPA	360		N		small bus \$ 180		\$ 200		\$ 420	
	Jan 25, 2020			\$ -											
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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: \_\_\_\_\_ WRESTLING FUNDS \_\_\_\_\_ PROGRAM DIRECTOR INITIAL: \_\_\_\_\_ TOTAL COST OF REQUEST \$ 800

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT:  1-13-2020BOARD APPROVAL  
DATE



## TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  NCCEP GEAR UP WORKSHOP PURPOSE OF CONFERENCE  PROFESSIONAL DEVELOPMENT- GEAR UP				DESTINATION  ORLANDO FLORIDA 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. REVIEWED AT THE SEPTEMBER BOARD MEETING.												FUNDING SOURCE (MARK ONE)							
												DISTRICT PD		SPECIAL ED		ACTIVITIES			
												FEDERAL		SAFETY		VOCAION			
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 \$1.00 PER MILE											
AMY CHIESA	23-Feb-20		\$ 15	\$ 30	\$ 45	SLC	350	\$ 157.50	NO	\$ 60	\$ 150	\$ -	\$ 1,095	\$ 700	\$ 1,460	\$ 322.50			
	24-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	25-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	26-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	27-Feb-20	\$ 10	\$ 15		\$ 25														
JASMYN ROGGE	23-Feb-20		\$ 15	\$ 30	\$ 45			\$ -		\$ 60		\$ -	\$ 1,095	\$ 700		\$ 165.00			
	24-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	25-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	26-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40														
	27-Feb-20	\$ 10	\$ 15		\$ 25														
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		PERDIEM REIMBURSED AHEAD	
FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS      TOTAL COST OF REQUEST      \$ 5,857.50
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR		1/7/2020	
SIGNATURE OF SUPERINTENDENT:		1/8/2020	
		BOARD APPROVAL DATE	