

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb #1

TITLE OF CONFERENCE  PSUG POWERSCHOOL USER GROUP 2019  PURPOSE OF CONFERENCE  PROFESSIONAL DEVELOPMENT - SECRETARY/ DATA	DESTINATION  LAS VEGAS NV  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 OF RADIUS X</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS		OUT OF RADIUS X		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	FUNDING SOURCE (MARK ONE) <i>Dist.</i>					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	DISTRICT PD	SPECIAL ED	ACTIVITIES	FEDERAL	
SUZY SORENSON	14-Jul-19		\$ 15	\$ 30	\$ 45	TWIN FALLS		NO	\$ 50	\$ 50		\$ 449	\$ 300	\$ 600	\$ 135.00	
	15-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	16-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	17-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	18-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	19-Jul-19	\$ 10	\$ 15	\$ 25											\$ 55.00	
				\$ -												
				\$ -												
				\$ -												
				\$ -												
ESMERALDA HUERIGO	14-Jul-19		\$ 15	\$ 30	\$ 45				\$ 50	\$ 50		\$ 449	\$ 300		\$ 135.00	
	15-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	16-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	17-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	18-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30											
	19-Jul-19	\$ 10	\$ 15	\$ 25											\$ 55.00	
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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>100.621.0380</u>	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST <b>\$ 2,678.00</b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Michelle D'Amico</i>		
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 1-30-19		BOARD APPROVAL DATE

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb#2

TITLE OF CONFERENCE  PSUG 2019  PURPOSE OF CONFERENCE  PROFESSIONAL DEVELOPMENT -	DESTINATION  LAS VEGAS NV  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 OF RADIUS</td> <td style="width: 25%;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS		OUT OF RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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FUNDING SOURCE (MARK ONE) <span style="color: blue;">ARTEC</span>			
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									
ANDREA SCHAEFFER	14-Jul-19	INCLUDED	INCLUDED	\$ 15	\$ 30	TWIN FALLS	94	\$ 42.30	NO	\$ 50	\$ 50		\$ 449	\$ 300	\$ 600	\$ 177.30	
	15-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	16-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	17-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	18-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	19-Jul-19	\$ 10	\$ 15		\$ 25												
				\$ -												\$ 85.00	
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BUDGET CODE:	ARTEC	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST <span style="background-color: yellow;">\$ 1,711.30</span>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:  2-4-19			BOARD APPROVAL DATE



# INVOICE

Fax: 810-991-7789  
Phone: 810-588-0183  
E-mail: [joe.miller@psugevents.com](mailto:joe.miller@psugevents.com)

Invoice Number: LV19ASH2W8  
Invoice Date: 01/31/2019

PO Number: ARTEC

2019 National PSUG Event  
Las Vegas, NV

Andrea Schaeffer  
Mindoka School District No. 331  
310 10th Street  
Rupert, ID 83350

ATTN: Accounts Payable

Registration Type: Past Attendee/Early Registration

Registration Fee:	\$	449
Payments Made:	\$	0.00
Balance Remaining:	\$	449

To pay by check:

Make checks payable to:

PSUG Events  
PO Box 2047  
Ann Arbor, MI 48106



# 2019 National PSUG Event

PSUG Events (1) / 2019 National PSUG Event (/e/2019-national-psug-event) / Register

## Register

[Manage an existing registration](#)

[Register another attendee \(/forget\\_confirmation.php?/=/e/2019-national-psug-event/register\)](#)

E-mail:

aschaeffer@minidokaschools.org

Registration Type:

Past Attendee/Early Registration (\$449.00)

First Name:

Andrea

Last Name:

Schaeffer

Business/District Name:

Minidoka School District No. 331

Business Address 1:

310 10th Street

Business Address 2:

Address 2

City, State ZIP:

Rupert

ID ▾

83350

Business Phone:

\*As part of this public event, we will be taking photos and recording various parts of the event. We will make every attempt not to use your photo if you notify us at the event that you would prefer not to be in any event photographs or videos. But with this being a public event, we can not guarantee that you will not appear in one of the group photos or videos.

**Pre-Payment Agreement**

**I agree to pre-pay for my registration fees at the time of registration or have a PO followed up with a check within three weeks of registration.**

**Agree**

Andrea Schaeffer

Update Registration

Cancel (/e/2019-national-psug-event)

You have successfully registered. for the 2019 National PSUG Event.

Your confirmation number is: **LV19ASH2W8**

Please note: Registration fees must be paid at time of registration. Credit card payments can be made at <http://www.psugevents.com/payment.html> (<http://www.psugevents.com/payment.html>)

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# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb#3

TITLE OF CONFERENCE  SPACE PORT AREA CONFERENCE FOR EDUCATORS  PURPOSE OF CONFERENCE  PROFESSIONAL DEVELOPMENT -MINICO	DESTINATION  ORLANDO FL (KENNEDY SPACE CENTER)  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 OF RADIUS</td> <td style="width: 25%;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN RADIUS		OUT OF RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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FUNDING SOURCE (MARK ONE)			
DISTRICT PD	<input checked="" type="checkbox"/>	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									
AMY LARSON	23-Jul-19	\$ 10	\$ 15	\$ 30	\$ 55	TWIN FALLS	94	\$ 42.30	NO	\$ 50	\$ 265	\$ -	\$ 295	\$ 700	\$ 550	\$ 187.30	
	24-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	25-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	26-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30												
	27-Jul-19	INCLUDED	\$ 15	\$ 30	\$ 45												
				\$ -			\$ -									\$ 45.00	
LORINDA GARNER	23-Jul-19	\$ 10	\$ 15	\$ 30	\$ 55			\$ -	NO	\$ 50	\$ -	\$ -	\$ 295	\$ 700	\$ -	\$ 145.00	
	24-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30			\$ -									
	25-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30			\$ -									
	26-Jul-19	INCLUDED	INCLUDED	\$ 30	\$ 30			\$ -									
	27-Jul-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -									\$ 45.00
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REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS <span style="font-size: 2em;">SS</span>
			TOTAL COST OF REQUEST <span style="background-color: yellow;">\$ 3,327.30</span>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		DocuSigned by: <u>Josh Aston</u>	
		1/28/2019	
SIGNATURE OF SUPERINTENDENT:		DocuSigned by: DFEA55A5F3A84E6...	
		1/28/2019	
		BOARD APPROVAL DATE	













