TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb #1

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SIGNATURE OF SUPERINTENDENT:	~	tend	Ill	1-:	30-19							BOARD APPRO	DVAL		

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb#2

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Events

Fax: 810-991-7789

Phone: 810-588-0183
E-mail: joe.miller@psugevents.com

2019 National PSUG Event Las Vegas, NV

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

ATTN: Accounts Payable

Registration Type: Past Atendee/Early Registration

To pay by check:

Make checks payable to:

PSUG Events PO Box 2047 Ann Arbor, MI 48106

INVOICE

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

PO Number: ARTEC

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

2019 National PSUG Event

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

Register	Manage an existing registration	
Register another atte	Register another attendee (/forget_confirmation.php?r=/e/2019-national-psug-event/register)	
E-mail:		l
aschaeffer@minidokaschools.org	aschools.org	
Registration Type:		
Past Atendee/Early F	Past Atendee/Early Registration (\$449.00)	
First Name:		
Andrea		
Last Name:		
Schaeffer		
Business/District Name:	ne:	
Minidoka School District No. 331	trict No. 331	
Business Address 1:		
310 10th Street		
Business Address 2:		
Address 2		

83350

City, State ZIP:

Rupert

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http://easyregpro.com/e/2019-national-psug-event/register

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

Pre-Payment Agreement

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

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

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

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TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb#3

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MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 CHECK ONE TITLE OF CONFERENCE DESTINATION X BOISE **IN-RADIUS** OUT-RADIUS STUDENT COUNCIL LEADERSHIP CONFERENCE STUDENT TRAVEL OVERNIGHTY N PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) **BOARD** STAFF 28 2 TEAM # CHAPERONES STUDENTS WILL GAIN AND DEVELOP LEADERSHIP SKILLS # STUDENTS REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT FUNDING SOURCE (MARK ONE) ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. X DISTRICT PD SPECIAL ED ACTIVITIES RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION **MEALS** MILEAGE Y/N TOTAL RENTAL CAR DATE(S) OF **PARKING** DESTINATION MILES BREAKFAST LUNCH DINNER DAILY TOTAL DISTRICT STAFF REGISTRATION AIRFARE NAMES OF ATTENDEES SHUTTLE SUB LODGING BAGGAGE TRAVEL \$10 \$15 IN-STATE \$20 TOTAL CITY OR .45 CAR REIMB TAXI OUT-STATE \$30 AIRPORT PER MILE AVAILABLE FEB 21-22, 2019 STUDENT COUNCIL BOISE N \$ 1,056 \$ 2,700 \$ 1,950 \$ \$ \$ Ś \$ \$ -. \$ \$ \$ - \$ 1,056 \$ - \$ 2,700 \$ -\$ 1.950 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. TOTAL COST OF REQUEST BUDGET CODE: \$ 5,706 STUDENT ACTIVITIES-STUDENT COUNCIL PROGRAM DIRECTOR INITIAL: SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT: **BOARD APPROVAL** DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 CHECK ONE TITLE OF CONFERENCE DESTINATION X STATE BPA BOISE **IN-RADIUS OUT-RADIUS** STUDENT TRAVEL OVERNIGHT Y PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) **BOARD** STAFF 3 TEAM 15 # STUDENTS # CHAPERONES STATE COMPETITION REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT **FUNDING SOURCE (MARK ONE)** ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. DISTRICT PD SPECIAL ED ACTIVITIES RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION X MEALS MILEAGE Y/N TOTAL RENTAL CAR DATE(S) OF PARKING BREAKFAST LUNCH DINNER DESTINATION MILES TOTAL DISTRICT DAILY NAMES OF ATTENDEES SHUTTLE SUB REGISTRATION AIRFARE LODGING STAFF TRAVEL BAGGAGE \$10 \$15 IN-STATE \$20 TOTAL CITY OR .45 CAR TAXI REIMB OUT-STATE \$30 AIRPORT PER MILE AVAILABLE MAR 7-9, 2019 Bus **BPA STUDENTS** BOISE N \$ 1,056 675 \$ 834 \$ -20 \$ 35 15 \$ Mar 7, 2019 Mar 8, 2019 \$ 15 | \$ 20 | \$ 35 ROBERT RYAN \$ 150 \$ 45 \$ 139 \$ 85 Mar 9, 2019 15 \$ 15 Advisor \$ Mar 7, 2019 15 \$ 20 \$ 35 Mar 8, 2019 15 \$ 20 \$ 35 \$ 85 TIM BEHUNIN \$ 150 \$ 45 \$ 139 20 \$ Mar 9, 2019 15 \$ 35 Advisor \$ \$ -\$ 150 \$ 45 LEAH CHRISTENSEN \$ 139 \$ -Chaperone \$ \$ -\$ -\$ -\$ -\$ -\$ -\$ -90 \$ 100 \$ 190 \$ - \$ 1,056 \$ 450 \$ 810 \$ -\$ 1,251 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. BUDGET CODE: TOTAL COST OF REQUEST 3,947 ADVISORS-CTE FUNDS, STUDENTS-BUSINESS CLUB FDS PROGRAM DIRECTOR INITIAL: SIGNATURE(3) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL 2-7-19 DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 **CHECK ONE** DESTINATION TITLE OF CONFERENCE X **IN-RADIUS OUT-RADIUS** BUCKS BAGS BASEBALL TOURNAMENT **NAMPA** STUDENT TRAVEL OVERNIGHT Y N REPORT TO: (CIRCLE ONE) PURPOSE OF CONFERENCE 20 5 BOARD STAFF TEAM # STUDENTS # CHAPERONES **BASEBALL TOURNAMENT** REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT FUNDING SOURCE (MARK ONE) ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. **OUT OF** SPECIAL ED X DISTRICT PD ACTIVITIES RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. VOCATION FEDERAL SAFETY MILEAGE Y/N **MEALS** TOTAL RENTAL CAR **PARKING** DATE(S) OF BREAKFAST LUNCH DINNER DAILY DESTINATION MILES TOTAL DISTRICT REGISTRATION AIRFARE LODGING STAFF SHUTTLE SUB NAMES OF ATTENDEES BAGGAGE TRAVEL \$10 \$15 IN-STATE \$20 TOTAL CITY OR .45 CAR REIMB TAXI PER MILE AVAILABLE **OUT-STATE \$30** AIRPORT Bus MAR 28-30, 2019 MINICO BASEBALL \$ \$ 1,400 NAMPA N \$ 1,152 450 TEAM Ś \$ \$ \$ \$ -\$ \$ \$ \$ \$ \$ 1,152 \$ - \$ 450 \$ -\$ 1,400 \$ -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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. TOTAL COST OF REQUEST BUDGET CODE: Ś 3,002 PROGRAM DIRECTOR INITIAL: STUDENT ACTIVITIES-BASEBALL SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 CHECK ONE DESTINATION TITLE OF CONFERENCE X **IN-RADIUS OUT-RADIUS BOISE** SKILLS USA STUDENT TRAVEL OVERNIGHTY N REPORT TO: (CIRCLE ONE) PURPOSE OF CONFERENCE 10 3 **BOARD** STAFF TEAM # CHAPERONES # STUDENTS STATE SKILLS COMPETITION REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT FUNDING SOURCE (MARK ONE) ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. X SPECIAL ED DISTRICT PD **ACTIVITIES** RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. SAFETY VOCATION X FEDERAL Y/N **MEALS** MILEAGE TOTAL RENTAL CAR **PARKING** DATE(S) OF BREAKFAST LUNCH DINNER DAILY DESTINATION MILES TOTAL DISTRICT STAFF AIRFARE SHUTTLE SUB REGISTRATION LODGING NAMES OF ATTENDEES BAGGAGE TRAVEL IN-STATE \$20 TOTAL CITY OR .45 CAR REIMB \$10 \$15 TAXI **OUT-STATE \$30** AIRPORT PER MILE AVAILABLE APRIL 3-5, 2019 Bus BOISE Ν \$ 1,056 \$ 350 \$ 1,000 SKILLS STUDENTS \$ Apr 3, 2019 20 \$ 20 Apr 4, 2019 15 \$ 20 35 \$ 150 | \$ 35 \$ 300 \$ 90 SHANNON BROWN 15 \$ 20 \$ 35 Apr 5, 2019 \$ Apr 3, 2019 20 20 Apr 4, 2019 15 \$ 20 35 \$ 90 \$ 150 | \$ 35 \$ 300 DONNA CAMERON 35 15 \$ 20 Apr 5, 2019 20 \$ 20 April 3, 2019 April 4, 2019 15 \$ 20 \$ 35 \$ 90 \$ 150 | \$ 35 \$ 300 JUSTIN TATE April 5, 2019 15 \$ 20 \$ 35 -\$ -\$ -\$ -\$ -\$ \$ -\$ 1,056 \$ 450 \$ \$ 1,900 180 \$ 270 \$ 455 \$ -90 \$ 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. TOTAL COST OF REQUEST \$ 4,401 BUDGET CODE: ADVISORS-CTE FUNDS, STUDENTS-BUSINESS CLUB FDS PROGRAM DIRECTOR INITIAL: SIGNATURE(\$) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERIMENDENT: 2-7-19 **BOARD APPROVAL** DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

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ARE SUBJECT TO APPRO RADIUS AND STUDENT						ACH WONTH.				OUTOF	DISTRICT PD		SPECIAL ED		ACTIVITIES	Х	
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