

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

5/15/19 #1

| | | | | | | | | | | | | | | |
|--|---|--|-----------|--|---------------|---|------------------------------|--|--|--|------------|--|--------------|--|
| TITLE OF CONFERENCE NATIONAL ASSOCIATION FOR SECONDARY SCHOOL PRINCIPALS CONFERENCE PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT - MINICO | DESTINATION BOSTON MA 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%; 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></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. REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

| FUNDING SOURCE (MARK ONE) | | | |
|---------------------------|------------|------------|--|
| 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 | | | | | | | | |
| ATHLETIC DIRECTOR | 17-Jul-19 | \$ 10 | \$ 15 | \$ 30 | \$ 55 | TWIN FALLS | 94 | \$ 42.30 | NO | \$ 50 | \$ 50 | \$ - | \$ 595 | \$ 850 | \$ 1,036 | \$ 262.30 |
| | 18-Jul-19 | \$ 10 | \$ 15 | \$ 30 | \$ 55 | | | | | | | | | | | |
| | 19-Jul-19 | \$ 10 | \$ 15 | \$ 30 | \$ 55 | | | | | | | | | | | |
| | 20-Jul-19 | \$ 10 | \$ 15 | \$ 30 | \$ 55 | | | | | | | | | | | |
| | 21-Jul-19 | \$ 10 | \$ 15 | \$ 30 | \$ 55 | | | | | | | | | | | |
| | | | | \$ - | | | \$ - | | | | | | | | | \$ - |
| | | | | \$ - | | | \$ - | | | | | | | | | \$ - |
| | | | | \$ - | | | \$ - | | | | | | | | | \$ - |
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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.

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|---|---------------------------|----------|-----------------------|---------------------|
| BUDGET CODE: 100.621.0380 | PROGRAM DIRECTOR INITIAL: | SS | TOTAL COST OF REQUEST | \$ 2,898.30 |
| SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: | | 5/9/2019 | | |
| SIGNATURE OF SUPERINTENDENT: | | 5/9/2019 | | BOARD APPROVAL DATE |

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