

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#1 Feb 2020

TITLE OF CONFERENCE EAST MINICO REWARDS LAGOON TRIP PURPOSE OF CONFERENCE STUDENT AWARDS TRIP	DESTINATION FARMINGTON UTAH REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE IN RADIUS <input type="checkbox"/> OUT OF RADIUS <input checked="" type="checkbox"/> X STUDENT TRAVEL OVERNIGHT Y/N # STUDENTS 100 # CHAPERONES 5
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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								
100 STUDENTS	20-May-20				\$ -			\$ -			\$ 2,000		\$ 3,700			\$ -
				\$ -												
				\$ -												
				\$ -												
5 STAFF MEMBERS	20-May-20				\$ -			\$ -								\$ -
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EACH STUDENTS PAY FOR THEIR TICKET 37\$ AND 22\$ FOR THE BUS.

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: 100.621.0380	PROGRAM DIRECTOR INITIAL: <i>[Signature]</i>	SS	TOTAL COST OF REQUEST	\$ 5,700.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>		2/11/2020		
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		2/11/2020		
			BOARD APPROVAL DATE	

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