

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Page 1 of 3
#2 Travel Dec 2019

TITLE OF CONFERENCE ISTE CONFERENCE PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT-	DESTINATION ANAHEIM, CA 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 <input type="checkbox"/> # CHAPERONES <input type="checkbox"/>
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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. REVIEWED AT THE SEPTEMBER BOARD MEETING. OUT OF RADIUS AND STUDENT REQUESTS ARE

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 \$1.00 PER MILE								
ASHLEY JOHNSON	26-Jun-19			\$ 30	\$ 30	SLC	350	\$ 157.50	NO	\$ 75	\$ 75	\$ -	\$ 550	\$ 200	\$ 1,100	\$ 322.50
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	1-Jul-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -								\$ 60.00
					\$ -								\$ -			
					\$ -											
	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60		\$ -	\$ 550	\$ 200	\$ 1,100	\$ 165.00
BRITTNI DARRINGTON	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	1-Jul-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -								\$ 60.00
						\$ -										
DANELLE STUTZMAN	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60		\$ -	\$ 550	\$ 200	\$ 1,100	\$ 165.00
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	1-Jul-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -								\$ 60.00
					\$ -											
					\$ -											
					\$ -											
					\$ -											

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: 100.621.0380	PROGRAM DIRECTOR INITIAL: SS	TOTAL COST OF REQUEST	\$ 6,652.50
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ashley Johnson</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		12/12/2019	BOARD APPROVAL DATE

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TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Page 2 of 2
#2 Cont. Travel Dec 2019

TITLE OF CONFERENCE ISTE CONFERENCE PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT-	DESTINATION ANAHEIM, CA 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 # CHAPERONES
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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. REVIEWED AT THE SEPTEMBER BOARD MEETING. OUT OF RADIUS AND STUDENT REQUESTS ARE

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 \$1.00 PER MILE								
TEACHER #1	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60			\$ 550	\$ 200	\$ 1,100	\$ 165.00
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
TEACHER #2	1-Jul-19	INCLUDED	\$ 15		\$ 15			\$ -					\$ -			\$ 60.00
	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60	\$ -		\$ 550	\$ 200	\$ 1,100	\$ 165.00
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
TEACHER #3	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	1-Jul-19	INCLUDED	\$ 15		\$ 15			\$ -								\$ 60.00
	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60	\$ -		\$ 550	\$ 200	\$ 1,100	\$ 165.00

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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			\$ 6,405.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ashley Johnson</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		12/12/2019	BOARD APPROVAL DATE

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TRAVEL REQUEST FORM (POLICY 546.00F)

Page 3 of 3

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#2 Travel Dec 2019

TITLE OF CONFERENCE ISTE CONFERENCE PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT-	DESTINATION ANAHEIM, CA 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 <input type="checkbox"/> # CHAPERONES <input type="checkbox"/>
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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. REVIEWED AT THE SEPTEMBER BOARD MEETING. OUT OF RADIUS AND STUDENT REQUESTS ARE

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 \$1.00 PER MILE								
TEACHER #4	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60			\$ 550	\$ 200	\$ 1,100	\$ 165.00
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
TEACHER #5	1-Jul-19	INCLUDED	\$ 15		\$ 15			\$ -					\$ -			\$ 60.00
	26-Jun-19			\$ 30	\$ 30											
	27-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	28-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45			\$ -		\$ 60		\$ -	\$ 550	\$ 200	\$ 1,100	\$ 165.00
	29-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	30-Jun-19	INCLUDED	\$ 15	\$ 30	\$ 45											
	1-Jul-19	INCLUDED	\$ 15		\$ 15			\$ -								\$ 60.00
					\$ -											
					\$ -											
					\$ -			\$ -								\$ -
					\$ -											
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					\$ -			\$ -								\$ -

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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 \$ 4,270.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>DocuSigned by: Ashley Johnson</i>			
SIGNATURE OF SUPERINTENDENT: <i>DocuSigned by: [Signature]</i> 491EDCBC308A4AD... 12/12/2019 BOARD APPROVAL DATE			

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TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#3 Travel Dec 2019

TITLE OF CONFERENCE IDAHO ALL STATE ACDA CONFERENCE & HONOR CHOIR PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT - EAST / WEST STUDENT ACTIVITIES	DESTINATION NAMPA - NORTHWEST NAZARENE REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">IN RADIUS</td> <td style="width:33%; text-align: center;">X</td> <td style="width:34%;">OUT OF RADIUS</td> </tr> <tr> <td colspan="3" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">5</td> <td># CHAPERONES</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">1</td> </tr> </table>	IN RADIUS	X	OUT OF RADIUS	STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS	5	# CHAPERONES			1
IN RADIUS	X	OUT OF RADIUS												
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	5	# CHAPERONES												
		1												

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. 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 \$1.00 PER MILE								
COURTNEY BIRCH	29-Jan-19		\$ 15	\$ 20	\$ 35	NAMPA		\$ -	YES BUSES		\$ 150	\$ 155		\$ 140	\$ 120.00	
	30-Jan-19	INCLUDED	\$ 15	\$ 20	\$ 35											
	31-Jan-19	INCLUDED	\$ 15	\$ 20	\$ 35											
	1-Feb-19	INCLUDED	\$ 15		\$ 15											
MS BOYS -1	29-Jan-19	COVERED AS GROUP														
	30-Jan-19				\$ -			\$ -			\$ -	\$ 125			\$ -	
	31-Jan-19				\$ -			\$ -							\$ -	
	1-Feb-19				\$ -			\$ -							\$ -	
MS GIRLS- 4	29-Jan-19	COVERED AS GROUP														
	30-Jan-19				\$ -			\$ -				\$ 500			\$ -	
	31-Jan-19				\$ -			\$ -							\$ -	
	1-Feb-19				\$ -			\$ -							\$ -	
KARLENE ASHCRAFT (CHAPERONE)	29-Jan-19		\$ 15	\$ 20	\$ 35											
	30-Jan-19	INCLUDED	\$ 15	\$ 20	\$ 35			\$ -			\$ 150	\$ -			\$ 120.00	
	31-Jan-19	INCLUDED	\$ 15	\$ 20	\$ 35			\$ -							\$ -	
	1-Feb-19	INCLUDED	\$ 15		\$ 15			\$ -							\$ -	
					\$ -			\$ -							\$ -	
					\$ -			\$ -							\$ -	
					\$ -			\$ -							\$ -	
					\$ -			\$ -							\$ -	
					\$ -			\$ -							\$ -	

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:	STUDENT ACTIVITIES- EAST WEST	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 1,460.00
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		DocuSigned by: <i>Dustin Heath</i> 3B2A1C8ACBED45D...	
SIGNATURE OF SUPERINTENDENT:		DocuSigned by: <i>[Signature]</i> 1B2145B3C1A403...	
		11/18/2019	BOARD APPROVAL DATE

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