| Travel Dec 2019 MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 TITLE OF CONFERENCE CHECK ONE DESTINATION X **GOVERNOR'S BALL BOISE IN-RADIUS** OUT-RADIUS PURPOSE OF CONFERENCE STUDENT TRAVEL OVERNIGHT Y/N REPORT TO: (CIRCLE ONE) YOUNG REPUBLICANS WILL VISIT THE CAPITOL AND ATTEND BOARD STAFF TEAM 18 4 THE GOVERNOR'S BALL # STUDENTS # CHAPERONES 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 RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. DISTRICT PD SPECIAL ED X ACTIVITIES FEDERAL SAFETY VOCATION MEALS MILEAGE Y/N RENTAL CAR TOTAL DATE(S) OF PARKING BREAKFAST LUNCH NAMES OF ATTENDEES DINNER DESTINATION MILES TOTAL DISTRICT SHUTTLE STAFF TRAVEL SUB REGISTRATION AIRFARE LODGING BAGGAGE \$10 \$15 IN-STATE \$20 CITY OR .45 CAR TAXI REIMB **OUT-STATE \$30** AIRPORT PER MILE AVAILABLE JAN 3-5, 2020 \$ -YOUNG \$ -REPUBLICAN CLUB BOISE N \$ 375 900 \$ 1,200 \$ -**MEMBERS** \$ -JAN 3-5, 2020 \$ -ADVISOR-BETTIE \$ -BOISE \$ 50 \$200 **STEVENSON** \$ -\$ -JAN 3-5, 2020 \$ -**CHAPERONES** BOISE N \$ 150 \$200 \$ -\$ -\$ -\$ -\$ -\$ -\$ \$ \$ -375 1,100 \$ 1,600 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: YOUNG REPUBLICAN CLUB FUNDS TOTAL COST OF REQUEST PROGRAM DIRECTOR INITIAL: 3,075 SIGNATURE(S) OF SUPERVISOR ADMINISTRATOR:

12-12-19

BOARD APPROVAL

DATE

SIGNATURE OF SUPERINTENDENT:

TRAVEL REQUEST FORM (POLICY 546.00F)

Page 10/3 #2 Travel Dec 2019

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

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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

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TRAVEL REQUEST FORM (POLICY 546.00F)

Page 3 of 3

BOARD APPROVAL DATE

#2 Travel Dec 2019 MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 TITLE OF CONFERENCE DESTINATION CHECK ONE OUT OF ISTE CONFERENCE ANAHEIM, CA **RADIUS** IN RADIUS X PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) STUDENT TRAVEL OVERNIGHT Y/N **BOARD** STAFF **TEAM** PROFESSIONAL DEVELOPMENT-# STUDENTS # CHAPERONES REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO **FUNDING SOURCE (MARK ONE)** APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE DISTRICT PD SPECIAL ED ACTIVITIES REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION **MEALS** MILEAGE Y/N BREAKFAST \$10 LUNCH DINNER DAILY DESTINATION CITY MILES TOTAL DISTRICT DATE(S) OF PARKING RENTAL CAR NAMES OF ATTENDEES TOTAL STAFF \$15 IN-STATE \$20 TOTAL OR AIRPORT \$1.00 PER CAR SUB REGISTRATION AIRFARE LODGING TRAVEL BAGGAGE SHUTTLE TAXI REIMB **OUT-STATE \$30** MILE AVAILABLE 26-Jun-19 27-Jun-19 INCLUDED 45 **TEACHER #4** \$ \$ 60 28-Jun-19 INCLUDED \$ 550 \$ 200 \$ 1,100 \$ 165.00 15 \$ 45 INCLUDED 15 \$ 45 29-Jun-19 30 S 30-Jun-19 INCLUDED 15 | \$ 30 \$ 45 1-Jul-19 INCLUDED 15 15 \$ \$ 60.00 26-Jun-19 30 \$ 30 27-Jun-19 INCLUDED 45 15 \$ 30 | \$ **TEACHER #5** \$ 60 \$ -28-Jun-19 INCLUDED 45 \$ 200 \$ 1,100 \$ 165.00 15 | \$ 30 29-Jun-19 INCLUDED 15 \$ 30 45 30-Jun-19 INCLUDED 15 \$ 45 1-Jul-19 INCLUDED 15 \$ 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. BUDGET CODE: 100.621.0380 TOTAL COST OF REQUEST PROGRAM DIRECTOR INITIAL: SS \$ 4,270.00 SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR Psh Que Johnson

12/12/2019

I'RAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#3 Travel Dec 2019

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#4 Travel Dec 2019

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

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