

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#1 Jan 2018

TITLE OF CONFERENCE ANNUAL VISIT TO STATE CAPITAL PURPOSE OF CONFERENCE EAST MINICO STUDENT COUNCIL	DESTINATION BOISE, ID 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; font-size: 2em;">X</td> <td style="width: 34%;">OUT-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; font-size: 1.5em;">9</td> <td># CHAPERONES</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center; font-size: 1.5em;">2</td> </tr> </table>	IN-RADIUS	X	OUT-RADIUS	STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS	9	# CHAPERONES			2
IN-RADIUS	X	OUT-RADIUS												
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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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD		SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		VOCATION
				X

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	TRANSPORTATION	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						
EAST MINICO STUDENT COUNCIL	MARCH TBA				\$ -	BOISE		\$ -				\$ 330 200	\$ 260	\$ -
				\$ -										
				\$ -										
				\$ -										
She Hey Merrill (advisor)			\$15	\$20	\$ -			\$ -						\$ 35
					\$ -									
					\$ -									
					\$ -									
Terry Merrill Other Chaperone			\$15	\$20	\$ -			\$ -						\$ 35
					\$ -									
					\$ -									
					\$ -									
				\$ -				\$ -						\$ -
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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.		

BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: _____	TOTAL COST OF REQUEST	\$ 660 400
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>T Merrill</i> <i>Byron McMorney</i>			
SIGNATURE OF SUPERINTENDENT: _____			BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

#3 Jan 2016

<p>TITLE OF CONFERENCE NCEP GEAR UP</p> <p>PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT</p>	<p>DESTINATION LAS VEGAS, NV</p> <p>REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM</p>									
<p>CHECK ONE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">IN-RADIUS</td> <td style="width:33%;">OUT-RADIUS</td> <td style="width:33%; text-align: center;">X</td> </tr> <tr> <td>STUDENT TRAVEL OVERNIGHT Y/N</td> <td></td> <td></td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> </tr> </table>		IN-RADIUS	OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS		# CHAPERONES
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS			DAILY TOTAL	MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	FUNDING SOURCE (MARK ONE)				TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30		DESTINATION CITY OR AIRPORT	MILES	TOTAL PER MILE				DISTRICT PD FEDERAL	SPECIAL ED SAFETY	ACTIVITIES VOCATION		
Jacobey Sneedon	4-Feb-17		\$ 15	\$ 30	\$ 45	TWIN FALLS	94	\$ 42	\$ 50							\$ 222
	5-Feb-17		\$ 15	\$ 30	\$ 45											
	6-Feb-17		\$ 15	\$ 30	\$ 45											
	7-Feb-17		\$ 15	\$ 30	\$ 45											
	4-Feb-17		\$ 15	\$ 30	\$ 45											
	5-Feb-17		\$ 15	\$ 30	\$ 45											
	6-Feb-17		\$ 15	\$ 30	\$ 45											
Brook Claridge	7-Feb-17		\$ 15	\$ 30	\$ 45											\$ 230

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BUDGET CODE: _____ PROGRAM DIRECTOR INITIAL: SS TOTAL COST OF REQUEST \$ **3,952**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Swathe Miller

SIGNATURE OF SUPERINTENDENT: [Signature] DocuSigned by: 24FBEC94AD4BD... BOARD APPROVAL DATE