

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">212/360 and Cenerussa Day on the Hill</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">FFA Leadership Training and Activity</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Boise, ID - FFA 212/360</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD    STAFF    TEAM</p>	<p style="text-align: center;">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: 34%;"></td> </tr> <tr> <td colspan="3" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td style="text-align: center;"># STUDENTS</td> <td style="text-align: center;">17</td> <td style="text-align: center;"># CHAPERONES</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">2</td> </tr> </table>	IN-RADIUS	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N			# STUDENTS	17	# CHAPERONES			2
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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	X
FEDERAL	SAFETY	VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI BUSING	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30			DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE							
Troy Bird	28-Jan-18			\$ 20	\$ 20											
	29-Jan-18	\$ 10	\$ 15	\$ 20	\$ 45			\$ -							\$ 200	\$ 90
	30-Jan-18	\$ 10	\$ 15		\$ 25							\$ 20				
						\$ -										
Jessica Stapelman	28-Jan-18			\$ 20	\$ 20											
	29-Jan-18	\$ 10	\$ 15	\$ 20	\$ 45			\$ -							\$ 200	\$ 90
	30-Jan-18	\$ 10	\$ 15		\$ 25							\$ 20				
						\$ -										
Bus Driver	28-Jan-18			\$ 20	\$ 20											
	29-Jan-18	\$ 10	\$ 15	\$ 20	\$ 45			\$ -							\$ 200	\$ 90
	30-Jan-18	\$ 10	\$ 15		\$ 25											
						\$ -										
Students					\$ -			\$ -								
					\$ -			\$ -								
					\$ -			\$ -				\$ 340		\$ 500		\$ -
					\$ -			\$ -								
					\$ -			\$ -								\$ -
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**OFFICE USE ONLY**

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE:	FFA / CTE	PROGRAM DIRECTOR INITIAL:	CT	TOTAL COST OF REQUEST	\$ 870
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:					
SIGNATURE OF SUPERINTENDENT:					
				BOARD APPROVAL DATE	