

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

# 1 Feb 2018

TITLE OF CONFERENCE  EDGENUITY STRATEGIC PARTNERSHIP FORUM  PURPOSE OF CONFERENCE  DISTRICT PROFESSIONAL DEVELOPMENT	DESTINATION  SCOTTSDALE, AZ  REPORT TO: (CIRCLE ONE)  BOARD    STAFF    TEAM	CHECK ONE <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">IN-RADIUS</td> <td style="width:25%;"></td> <td style="width:25%;">OUT-RADIUS</td> <td style="width:25%; text-align: center;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN-RADIUS		OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS		# CHAPERONES												

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 STATE \$20 OUT-STATE \$30	IN-DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE								
ASHLEY JOHNSON	28-Feb-18		\$ 15		\$ 15	BOISE	330	\$ 149	N	\$ 65			\$ -	\$ 240		\$ 179
	1-Mar-18			\$ -												
	2-Mar-18	\$ 15		\$ 15												
ATTENDEE	28-Feb-18		\$ 15		\$ 15			\$ -	N				\$ -	\$ 240		\$ 30
	1-Mar-18				\$ -								\$ -	\$ 240		
	2-Mar-18	\$ 15		\$ 15									\$ -	\$ 240		\$ 30
ATTENDEE	28-Feb-18		\$ 15		\$ 15			\$ -	N				\$ -	\$ 240		\$ 30
	1-Mar-18				\$ -								\$ -	\$ 240		
	2-Mar-18	\$ 15		\$ 15									\$ -	\$ 240		\$ 30
					\$ -	Edgenuity is paying for all costs to attend this forum to evaluate the implementation of Eureka in our district. Edgenuity will pay for lodging, meals, transportation, etc.										\$ -
					\$ -			\$ -								\$ -
					\$ -			\$ -								\$ -
					\$ -			\$ -								\$ -
					\$ -			\$ -								\$ -

**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: SS TOTAL COST OF REQUEST **\$ 1,023**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Ashley Johnson

SIGNATURE OF SUPERINTENDENT: [Signature] 491EDCBC308A4AD...

BOARD APPROVAL DATE \_\_\_\_\_

