TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331									# 1 Feb 2018											
TITLE OF CONFERENCE						DESTINATION						CHECK ONE								
EDGENUITY STRATEGIC PARTNERSHIP FORUM PURPOSE OF CONFERENCE						SCOTTSDALE, AZ REPORT TO: (CIRCLE ONE)						IN-RADIUS STUDENT TRAVEL OVER			OUT-RA		х			
										. (CINCLE OF	* L)		51	ODENT	TRAVE	L OVER	RNIGHT Y	/N	_	
	STRICT PROFESS							BOAF			TEAM		# STUDEN	ΓS			# CHAP	FRONES		
REQUESTS THAT ARE REQUESTS THAT ARE REQUESTS THE DEADLING	FOR ALL TRIP REC	QUESTS ARE TH	AL RULES IE FIRST N	AND I IOND	REGULATIONS, OR O AY EACH MONTH	CONSIDE	RED II	MPERATIVE TO T	HE OPERAT	TON OF THE D	ISTRICT ARE SU	BJECT TO		FU	NDIN	G SOUR	CE (MARK		_	
ARE REVIEWED AT THE SE	TEMBER BOARD N	MEETING.							0.	OT OF RADIUS	AND STUDENT I	REQUESTS	DISTRICT PD		SPECIA	AL ED		ACTIVITIES		
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL 28-Feb-18	BREAKFAST \$10	LUNCH \$15		DINNER IN- STATE \$20 OUT- STATE \$30	- DAILY TOTAL		DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE	DISTRICT CAR AVAILABLE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGIS	STRATION	AIRFARE	LODGING		AL STAFF EIMB
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DOGET CODE:							DIUS TRAVEL. RECIEPTS REQUIRE BS FOR NON PERDIEM EXPENSE PROGRAM DIRECTOR INITIAL:				EXPENSES	S S TOTAL COST OF REQUEST					\$ 1,023			
GNATURE(S) OF SUPER\		Clahle	y Joh	num)															Ħ
GNATURE OF SUPERINT	ENDENT: DocuSig	ned by: 491EI	OCBC308A	A4AD											BOARD	APPROV	AL DATE			\dashv
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MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) STUDENT TRAVEL OVERNICE BOARD STAFF TEAM 4		CHECK ONE							
STUDENTS LEARN LEADERSHIP SKILLS BOARD STAFF TEAM									
STUDENTS LEARN LEADERSHIP SKILLS	T-RADIUS								
STUDENTS LEARN LEADERSHIP SKILLS	HTY)N								
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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.	HAPERONES	1							
ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. NAMES OF ATTENDEES									
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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. RECIEPTS, REQUIRED FOR NON PERDIEM EXPENSES INCURRED.									
SUDGET CODE: STUDENT ACTIVITIES/GTE FUNDS PROGRAM DIRECTOR INITIAL:	\$	\$ 720							
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:									
June 17/2018									
BOARD APPROVA DATE	L								