



# TRAVEL REQUEST FORM (POLICY 546.00F)

MINNDOKA COUNTY JOINT SCHOOL DISTRICT #831

TITLE OF CONFERENCE				DESTINATION				CHECK ONE								
AMERICAN MIDDLE LEVEL CONFERENCE				NASHVILLE, TN				IN RADIUS		OUT OF RADIUS		X				
PURPOSE OF CONFERENCE				REPORT TO: (CIRCLE ONE)				STUDENT TRAVEL/OVERNIGHT Y/N								
SCHOOL IMPROVEMENT				BOARD    STAFF    TEAM				# 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		X SAFETY		SCHOOL IMPROVEMENT						
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 IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .67 PER MILE								
Dustin Heath	6-Nov-24	\$ -	\$ -	\$ -	\$ -	BOISE	326	\$218.42		\$ 100	\$ 100		\$ 650	\$ 450	\$ 1,200	\$ 453.42
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
Amy Gibson	6-Nov-24	\$ -	\$ -	\$ -	\$ -	BOISE	326	\$218.42		\$ 100	\$ 100		\$ 650	\$ 450	\$ 1,200	\$ 453.42
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
Emma Van Every	6-Nov-24	\$ -	\$ -	\$ -	\$ -								\$ 650	\$ 450	\$ 1,200	\$ 235.00
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
Miranda Nelson	6-Nov-24	\$ -	\$ -	\$ -	\$ -								\$ 650	\$ 450	\$ 1,200	\$ 235.00
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
Shelley Merrill	6-Nov-24	\$ -	\$ -	\$ -	\$ -								\$ 650	\$ 450	\$ 1,200	\$ 235.00
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
Laree Cook	6-Nov-24	\$ -	\$ -	\$ -	\$ -								\$ 650	\$ 450	\$ 1,200	\$ 235.00
	6-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	8-Nov-24	\$ 10	\$ -	\$ 30	\$ 40											
	9-Nov-24	\$ 10	\$ 15	\$ 30	\$ 55											
		\$ 1,410			\$ 437			\$ 200	\$ 200	\$ -	\$ 3,900	\$ 2,700	\$ 7,200			

<b>OFFICE USE ONLY</b>			
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	\$ 16,046.84
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Eileen Austin</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>			
			BOARD APPROVAL DATE