

Browning Public Schools  
**Board Agenda Request**  
Meeting to Be Held: 5/26/21



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**Recognition:**    ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**    ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**    ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                  ☒ Travel Out-of-State                      ☐ Travel In State                      ☐ Approvals  
                  ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
                  This action request pertains to    ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**        5/17/21

**To:**        **Board of Trustees**  
                  Browning School District

**From:**      Corrina Guardipee-Hall  
**Title:**      Superintendent

**Subject:**    Out of State Travel

**Description:**    Brian Gallup requests travel to attend the NAFIS Summer Board of Director's Meeting to be held in Jackson Hole, Wyoming 7/14/21 - 7/18/21.

**Justification (District Goals):** Mr. Gallup attends the NAFIS Directors Meeting as the NAFIS representative for Browning Public Schools.

**Financial Impact:** \$300.88 (Per Diem \$140.00; Mileage \$110.88; Luggage \$50.00; Lodging \$0; Registration \$0; Airfare \$0; (Reimbursement for meals \$250.00/full reimbursement on airfare/lodging pid by Nafis))

**Funding Source (Budget/grant, etc.):** Board Travel Budget

**Attachment(s):** Travel Request/Agenda

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**    ☐ N/A (Info)    ☐ Approved    ☐ Denied    ☐ Tabled to: \_\_\_\_\_



## **NAFIS Summer Board Meeting – July 14-18, 2021**

*Session Dates – Thursday, July 15<sup>th</sup> & Friday, July 16<sup>th</sup>*

THE  
CLOUDVEIL  
Autograph Hotel Collection

112 Center Street | Jackson | Wyoming 83001

307.699.6100 | Website: [CLOUDVEIL](https://www.cloudveil.com)

### **MEETING SCHEDULE**

#### **Wednesday – July 14, 2021**

Official Arrival Day - Hotel Check-In: 4:00 pm

#### **Thursday – July 15, 2021**

Board Meeting: 9:00 am – 5:00 pm

**\*Room: TBD**

Breakfast: 8:00 am-9:00 am

AM Break: 10:00 am ~ PM Break: 3:00 pm

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Reception: 6:00 pm-7:30 pm

**\*Room: TBD**

#### **Friday – July 16, 2021**

Board Meeting: 9:00 am – 1:00 pm

**\*Room: TBD**

Breakfast: 8:00 am-9:00 am

AM Break: 10:00 am

Meeting Scheduled to End: 1:00 pm

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#### **Saturday – July 17, 2021**

(On Your Own)

#### **Sunday – July 18, 2020**

Official Departure Day - Hotel Check-Out: 11:00 am

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Browning Public Schools  
**Board of Trustees**  
Travel Request

Trustee Name Brian Gallup

Type of Travel: ☐ Travel to Posted Meetings (MCA 2-18-503)  
☒ Travel Out of District

Date Approved by Board 5/26/21

**Out of District Travel**

Conference/Workshop NAFIS Board of Directors Summer Meeting  
Attach Brochure/Agenda

Location Jackson Hole, Wyoming

Departure Date 7/14/21

Return Date 7/18/21

Departure Time 6:00 am.

Return Time 3:00 pm

Transportation: ☒ Personal Vehicle      Mileage 198 @ .56 = 110.88  
☐ District Vehicle      Per Diem 4 days @ \$90 + \$18OB + \$12IS = 390.00  
☐ Other \_\_\_\_\_      Registration PO# = 0.00  
Hotel PO# = 0.00  
Airfare PO# = 0.00  
Other PO# Luggage = 50.00  
Other PO# Meal Reimbursement = -250.00  
Sub Total \$300.88

**Check Total \$550.88**

Budget 126.90.160.2310.582.84 (75%)\$ 413.13  
226.90.160.2310.582.84 (25%)\$ 137.72

Trustee Signature \_\_\_\_\_ Date \_\_\_\_\_

Chairman Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

Please attach receipts for hotel, airline and/or conference fees. All over payments will be rectified by adjusting the next per diem allowance.