TRAVEL REQUEST FORM (POLICY 546,00F)

DESTINATION

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE

East

CHECK ONE

OUT OF PLC at Work Institute Las Vegas, NV IN RADIUS RADIUS Х PURPOSE OF CONFERENCE STUDENT TRAVEL OVERNIGHT Y/N REPORT TO: (CIRCLE ONE) STAFF School Improvement # STUDENTS # CHAPERONES REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO FUNDING SOURCE (MARK ONE) APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS SPECIAL ED DISTRICT PD ACTIVITIES ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY SCHOOL IMPROVEMENT **MEALS** MILEAGE Y/N BREAKFAST \$10 LUNCH DINNER DAILY DESTINATION CITY MILES TOTAL DISTRICT DATE(S) OF PARKING RENTAL CAR TOTAL STAFF NAMES OF ATTENDEES REGISTRATION AIRFARE LODGING IN-STATE \$20 TOTAL OR AIRPORT CAR TRAVEL BAGGAGE SHUTTLE TAX REIMB OUT-STATE \$30 PER MILE AVAILABLE 23-Jun-25 \$ 30 24-Jun-25 \$ 30 45 25-Jun-25 15 30 š 45 Laree Cook Idaho Falls 244 \$163.48 \$ 95 | \$ 50 \$ 769 | \$202 | \$ 976 | \$ 353.48 26-Jun-25 15 30 \$ 45 27-Jun-25 10 15 25 23-Jun-25 \$ 30 30 . 24-Jun-25 \$ 45 25-Jun-25 15 30 \$ 45 Whitney Ward \$ Idaho Falls \$ 95 \$ 50 769 | \$ 202 | 976 \$ 190.00 26-Jun-25 15 45 30 S 27-Jun-25 10 15 25 23-Jun-25 \$ 30 24-Jun-25 s 15 \$ 30 45 25-Jun-25 15 | : 45 30 Matt Brown Las Vegas Ś \$ 90 S -769 | \$ 202 | \$ 976 \$ 190.00 26-Jun-25 15 30 45 27-Jun-25 10 15 | \$ 25 23-Jun-25 \$ 30 30 24-Jun-25 \$ 45 15 25-Jun-25 \$ 15 รถ 45 Clynton Smith \$ -\$ 90 | \$ \$ 769 | \$ 202 | Las Vegas 976 \$ 190.00 26-Jun-25 \$ 15 30 45 27-Jun-25 \$ 10 15 25 23-Jun-25 \$ 30 24 Jun 25 5 15 30 45 25-Jun-25 \$ 15 45 Emma Van Every Las Vegas \$ \$ 90 | \$ -769 | \$ 202 | \$ 976 \$ 190.00 26-Jun-25 \$ 15 45 27-Jun-25 \$ 10 S 15 25 23-Jun-25| \$ 30 30 24-Jun-25 \$ 15 S 30 45 25-Jun-25 \$ 15 S 45 Donna Maughan \$ 90 | \$ \$ -Las Vegas 769 \$ 202 \$ 976 \$ 190.00 26-Jun-25 15 30 45 27-Jun-25 10 15 \$ 25 Ś \$ 550 \$ \$ 1.140 100 \$ - \$ 4,614 \$ 1,212 \$ 5,856 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. BUDGET CODE: Eun Justin Jane TOTAL COST OF REQUEST \$ 13,635,48 PROGRAM DIRECTOR INITIAL: SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 546,00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

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