

TRAVEL REQUEST FORM (POLICY 546.00F)

East

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE PLC at Work Institute PURPOSE OF CONFERENCE School Improvement	DESTINATION Las Vegas, NV REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE IN RADIUS <input type="checkbox"/> OUT OF RADIUS <input checked="" type="checkbox"/> X STUDENT TRAVEL OVERNIGHT Y/N # STUDENTS # CHAPERONES
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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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAX	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								
Laree Cook	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Idaho Falls	244	\$163.48		\$ 95	\$ 50		\$ 769	\$ 202	\$ 976	\$ 353.48
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
Whitney Ward	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Idaho Falls	0	\$ -		\$ 95	\$ 50		\$ 769	\$ 202	\$ 976	\$ 190.00
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
Matt Brown	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Las Vegas	0	\$ -		\$ 90	\$ -		\$ 769	\$ 202	\$ 976	\$ 190.00
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
Clynton Smith	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Las Vegas	0	\$ -		\$ 90	\$ -		\$ 769	\$ 202	\$ 976	\$ 190.00
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
Emma Van Every	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Las Vegas	0	\$ -		\$ 90	\$ -		\$ 769	\$ 202	\$ 976	\$ 190.00
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
Donna Maughan	23-Jun-25	\$ -	\$ -	\$ 30	\$ 30	Las Vegas	0	\$ -		\$ 90	\$ -		\$ 769	\$ 202	\$ 976	\$ 190.00
	24-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	25-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	26-Jun-25	\$ -	\$ 15	\$ 30	\$ 45											
	27-Jun-25	\$ 10	\$ 15	\$ -	\$ 25											
		\$ 1,140	\$ -	\$ 163	\$ 550	\$ 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. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.	
BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST \$ 13,635.48
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ellen Austin</i>	
SIGNATURE OF SUPERINTENDENT: <i>Loren</i>	1/23/25 BOARD APPROVAL DATE

