

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

July 2017 - #1

TITLE OF CONFERENCE CASE National Conference PURPOSE OF CONFERENCE Professional Development	DESTINATION <div style="background-color: #90EE90; padding: 2px; text-align: center;">Reno, NV</div> REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%;"></td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%; text-align: center;">XX</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	XX	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN-RADIUS		OUT-RADIUS	XX											
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# 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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)					
		BREAKFAST \$10	LUNCH \$15	DINNER \$20 STATE \$30 OUT-STATE \$30	IN-		DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE		RENTAL CAR SHUTTLE TAXI BUSING	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
Sherry Bingham	2-Nov-17			\$ 30	30	\$ 30	Twin Falls	90	\$ 40.50	\$ 50	\$ 50	\$ 350	\$ 300	\$ 350	\$ 286	
	3-Nov-17			\$ 30	30	\$ 30										
	4-Nov-17	\$ 15		\$ 30	45	\$ 45										
	5-Nov-17	\$ 10		\$ 30	40	\$ 40										
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OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE:	100 Professional Development	PROGRAM DIRECTOR INITIAL: <i>ag</i>	TOTAL COST OF REQUEST \$ 1,286
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Sherry Bingham</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 6-27-17			BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

July 2017 - #2

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">NATIONAL COUNCIL OF TEACHERS OF ENGLISH</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">THE LITERACY CONFERENCE WOULD ENABLE US TO LEARN TEACHING STRATEGIES TO IMPROVE THE QUALITY OF STUDENT WRITING</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center; background-color: #90EE90;">ST. LOUIS MISSOURI</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;"> <input checked="" type="radio"/> BOARD <input type="radio"/> STAFF <input type="radio"/> TEAM </p>	<p style="text-align: center;">CHECK ONE</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%;"></td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%; text-align: center;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI BUSING	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 .45 PER MILE								
STACI HOBBS	16-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55	SALT LAKE CITY, UT	350	\$ 157.50	\$ 36			\$ 340	\$ 400	\$ 945	\$ 414	
	17-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
	18-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
	19-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
ELISE ANDERSON	16-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -				\$ 340	\$ 400		\$ 220	
	17-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
	18-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
	19-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
KRESTA GEORGE	16-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55			\$ -				\$ 340	\$ 400		\$ 220	
	17-Nov-17	\$ 10	\$ 15	\$ 30	\$ 55											
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BUDGET CODE: _____	PROFESSIONAL DEVELOPMENT	PROGRAM DIRECTOR INITIAL: <i>ag</i>	TOTAL COST OF REQUEST: \$ 4,019
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Suzanne Miller</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 7-7-17			
			BOARD APPROVAL DATE

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

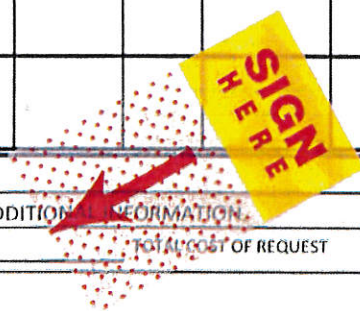
July 2017 - #3

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">33rd Annual Conference on Young Children w/Special Needs & Their Families</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Professional Development in Policies and Advancing Practices</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Portland, OR</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD STAFF TEAM</p>	<p style="text-align: center;">CHECK ONE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%;"></td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%; text-align: center;">XX</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	XX	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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FUNDING SOURCE (MARK ONE)				
DISTRICT PD	XX	SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI BUSING	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER \$15	IN STATE \$20 OUT-STATE \$30		DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE							
Judy Woodward	4-Oct-17		\$ 15	\$ 30	\$ 45	Boise	330	\$ 148.50	\$ 86	\$ 50						\$ 465
	5-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55											
	6-Oct-17	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Oct-17	\$ 10	\$ 15	\$ 30	\$ 25											
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BUDGET CODE:	PROGRAM DIRECTOR INITIAL: <i>agj</i>	TOTAL COST OF REQUEST \$ 1,717
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ashley Johnson</i>		
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 6/27/17		BOARD APPROVAL DATE