

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: 7/28/21



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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:**      7/12/21

**To:**            **Corrina Guardipee-Hall**  
                    Browning Public Schools

**From:**   Everett Armstrong  
**Title:**     Athletic Director

**Subject:** **In State Travel: Pickup Concessions Supplies and Equipment**

**Description:** Request approval for Everett Armstrong to pick up supplies for Homecoming, Sports, Concessions in Billings, MT. Josephine Wagner will be assisting.

**Financial Impact:** \$ 530.16

**Funding Source (Budget/grant, etc.):** 226.60.720.3500.582.0000

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

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

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

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

**BROWNING PUBLIC SCHOOLS**  
**Leave Report/Travel Request**

Employee Name Everett Armstrong  
Building BROWNING HIGH SCHOOL

Employee # \_\_\_\_\_  
Substitute Name \_\_\_\_\_

**LEAVE REPORT**

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>8/6-8/21</u>	<u>8</u>	<u>SR</u>
_____	_____	_____

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

☒ Approved; Condition upon the specific leave being available for the specific employee ☐ Not Approved

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**TYPE OF LEAVE**

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

\*If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location

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**TRAVEL REQUEST** (If receiving payment for EX/SR leave please fill out entire form completely)

**Conference/Workshop** Pick up Supplies/Equipment for Homecoming, Sports, Concessions (Attach Brochure/Agenda)

**Location** Billings, MT.

**Departure Date** 8/6/21

**Return Date** 8/8/21

**Departure Time** 7:00 am

**Return Time** 8:00 p.m.

**Transportation:** ☐ Personal Vehicle  
☒ District Vehicle  
☐ Professional Development

**Mileage** \_\_\_\_\_ @ \_\_\_\_\_ =\$ N/A

**Per Diem** 3 days =\$108.00

☐ **Registration** PO# \_\_\_\_\_ =\$ N/A

☒ **Hotel** PO# \_\_\_\_\_ =\$422.16

☐ **Other** PO# Airline (estimate) =\$ N/A

☐ **Other** PO# Baggage \_\_\_\_\_ =\$ N/A

**Sub Total** \$530.16

**Budget** 226.60.720.3500.582.0000 (100%) \$108.00

**Check Total** **\$108.00**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

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