

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE US BANDS COMPETITION PURPOSE OF CONFERENCE MARCHING BAND COMPETITION	DESTINATION CALDWELL, IDAHO 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;">X</td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td style="text-align: center;">30</td> <td># CHAPERONES</td> <td style="text-align: center;">1</td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	30	# CHAPERONES	1
IN-RADIUS		OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	30	# CHAPERONES	1											

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.

FUNDING SOURCE (MARK ONE)					
DISTRICT PD		SPECIAL ED		ACTIVITIES	X
FEDERAL		SAFETY		VOCATION	

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								
BRETT BARKER	9/29-30, 2017				\$ -	CALDWELL-SCHOOL BUS		\$ -						\$ 100	\$ -	
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STUDENTS TBA	9/29-30, 2017				\$ -			\$ -						\$ 800	\$ -	
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OFFICE USE ONLY

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE: _____ STUDENT ACTIVITIES: _____ PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST \$ **900**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: 8-10-17 BOARD APPROVAL DATE