

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 10/13/20



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

Date: 8/28/20

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

From: Everett Armstrong
Title: Athletic Director

Subject: **In State Travel: Track Divisionals 2020-2021**

Description: Request travel to attend Track Divisionals in Hamilton, MT., 5/20-22/21

Financial Impact: \$ 673.74

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: _____

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>5/20/21 - 5/22/21</u>	<u>8/8</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
SL Sick Leave
*EX/SR Extra-Curricular/School Related

PL Personal Leave
JD Jury Duty (attach verification)
NG National Guard
FN Funeral _____

(Master Contract Relationship)

ALWO Approved Leave W/O Pay
ULWO Unapproved Leave w/o Pay
SWP Suspended w/Pay
SWOP Suspended w/o Pay

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

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

Conference/Workshop Track Divisionals **Attach Brochure/Agenda**

Location Hamilton, MT

Departure Date 5/20/21

Return Date 5/22/21

Departure Time 12:00 p.m.

Return Time 8:00 p.m.

Transportation: ☒ Personal Vehicle
☐ District Vehicle
☐ Professional Development

Mileage 508@ .575.=\$292.10

Per Diem 2 dy, 1L, 1D=\$ 99.00

☐ Registration PO# _____ = _____
☒ Hotel PO# _____ = \$282.64
☐ Other PO# _____ = _____
☐ Other PO# _____ = _____

Sub Total \$673.74

Budget 226.60.720.3500.582 (Activities) (100%) \$391.10

Check Total \$391.10

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____