

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE BUS PICK-UP PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT-	DESTINATION SEATTLE WA 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 OF 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 OF RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN RADIUS		OUT OF RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# 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. REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

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

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	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																		
NILS SCHMIDT	25-Mar-20		\$ 15	\$ 20	\$ 35	BOISE	330	\$148.50								\$ 70	\$ 150	\$ 228.50								
		\$ 10	\$ 15	\$ 20	\$ 45																					
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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:	100.621.0380	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 448.50
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			BOARD APPROVAL DATE