

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE		DESTINATION					CHECK ONE																		
Middle School Music Field Trip PURPOSE OF CONFERENCE		Salt Lake City, UT					<input checked="" type="checkbox"/>	<input type="checkbox"/>																	
		REPORT TO: (CIRCLE ONE)					STUDENT TRAVEL OVERNIGHT/Y/N																		
		BOARD	STAFF	TEAM			# STUDENTS																		
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. RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.																									
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS			MILEAGE		PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	FUNDING SOURCE (MARK ONE)			TOTAL STAFF REIMB													
		BREAKFAST \$10	LUNCH \$15	DINNER STATE \$20 OUT-STATE \$30	IN DAILY TOTAL	DESTINATION CITY OR AIRPORT			MILES	TOTAL PER MILE	DISTRICT PD		SUB	REGISTRATION	AIRFARE	LODGING	ACTIVITIES	VOCATION							
Courtney Birch, Meagen Andrew, Jayna Johnson, Brandon Alves + 48 students	15-Mar-25					Salt Lake City, UT		2								#VALUE!									
																\$ -									
																\$ -									
																\$ -									
																\$ -									
<p>Saturday March 15 6:30 am leave East Minico 11:00 am Utah Symphony Concert 1:00 pm The Rush Funplex 4:00 pm Leave to Return to East Minico 7:00ish pm Arrive Back to East Minico</p> <p>Cost is \$65 per person Taking 2 yellow buses Drivers are already selected and on the schedule and approved by bus garage 100 people attending</p>																									
										\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						

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

BUDGET CODE: _____ STUDENT PAID: _____ PROGRAM DIRECTOR INITIAL: _____ TOTAL COST OF REQUEST: \$ -

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: _____ BOARD APPROVAL DATE: _____