

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Feb #1

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">NCTM</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p>The purpose of the conference is to learn new engagement strategies, teach in a flipped classroom, and learn how to ask more in depth questions.</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center; color: green;">SAN ANTONIO, TEXAS</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;"> <input checked="" type="radio"/> BOARD <input type="radio"/> STAFF <input type="radio"/> TEAM </p>	<p style="text-align: center;">CHECK ONE</p> <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></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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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.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)					TOTAL STAFF REIMB
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30			DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE		RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	
Anna Bateman	5-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
	6-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
	8-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
Amy Tuckness	5-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55	Salt Lake	350	\$ 157.50			\$ 40	\$ 385	\$ 400	\$ 320	\$ 260	
	6-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
	7-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											
	8-Apr-17	\$ 10	\$ 15	\$ 30	\$ 55											

RECEIVED

JAN 20 2017

Accounts Payable
District Service Ctr.

OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE: Professional Development-Minico	PROGRAM DIRECTOR INITIAL: <i>JA</i>	TOTAL COST OF REQUEST	\$ 2,888
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 1/23/17			BOARD APPROVAL DATE