

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Sept 2017 #2

TITLE OF CONFERENCE  MINICO GIRLS BASKETBALL  PURPOSE OF CONFERENCE  TOURNAMENT	DESTINATION  BOISE, ID  REPORT TO: (CIRCLE ONE)  BOARD    STAFF <u>TEAM</u>	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 40%;"></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;">5</td> </tr> </table>	IN-RADIUS	X	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	30	# CHAPERONES	5
IN-RADIUS	X	OUT-RADIUS												
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	30	# CHAPERONES	5											

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
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							
MINICO GIRLS BASKETBALL	DEC 20-22, 2017				\$ -	BOISE	330	\$ 907.50				\$ 300		1800	
				\$ -											
				\$ -											
				\$ -											
					\$ -										
				\$ -											
				\$ -											
				\$ -											
					\$ -										
				\$ -											
				\$ -											
				\$ -											
					\$ -										
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											

RECEIVED

SEP 11 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:	STUDENT ACTIVITY FUNDS; DISTRICT TRANSPORTATION	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST <span style="float: right;">\$ 3,008</span>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 9-11-17			BOARD APPROVAL DATE

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Sept 2017 #3

TITLE OF CONFERENCE  MINICO WRESTLING TOURNAMENTS  PURPOSE OF CONFERENCE  WRESTLING COMPETITION	DESTINATION  BOISE, SPRING CREEK NV, CHALLIS  REPORT TO: (CIRCLE ONE)  BOARD    STAFF <u>TEAM</u>	CHECK ONE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 10%; text-align: center;">X</td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 10%; 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;">5</td> </tr> </table>	IN-RADIUS	X	OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	30	# CHAPERONES	5
IN-RADIUS	X	OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	30	# CHAPERONES	5											

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							
BUCKS BAGS	DEC 1-2, 2017				\$ -	BOISE	330	\$ 907.50				\$ 300		\$ 750	
				\$ -											
				\$ -											
				\$ -											
SPRING CREEK, NEVADA	JAN 12-13, 2017				\$ -	SPRING CREEK, NV	420	\$1,155.00				\$ 300		\$ 630	
				\$ -											
				\$ -											
				\$ -											
JV WRESTLING CHALLIS, ID	FEB 2-3, 2017				\$ -	CHALLIS, ID	408	\$1,122.00				\$ 300		\$ 630	
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											

RECEIVED

SEP 11 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:	STUDENT ACTIVITY FUNDS; DISTRICT TRANSPORTATION	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST <span style="float: right;">\$ 6,095</span>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:  9-11-17			BOARD APPROVAL DATE

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Sept 2017 #4

TITLE OF CONFERENCE  AcceleratedED IntegratedED Portland 2018  PURPOSE OF CONFERENCE  Professional Development	DESTINATION  Portland, OR  REPORT TO: (CIRCLE ONE)  BOARD      STAFF      TEAM	CHECK ONE			
		IN-RADIUS		OUT-RADIUS	<b>X</b>
		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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)				
100 PD	<b>xx</b>	SPECIAL ED	<b>xx</b>	ACTIVITIES
FEDERAL		SAFETY		VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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							
Ashley Johnson	20-Feb-18		\$ 15	\$ 30	\$ 45	Twin Falls	90	\$ 41	\$ 50			\$ 269	\$ 288	\$ 710	\$ 356
	21-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	22-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
Brittni Darrington	20-Feb-18		\$ 15	\$ 30	\$ 45			\$ -	\$ 50			\$ 269	\$ 288	\$ 710	\$ 315
	21-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	22-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
	23-Feb-18	\$ 10	\$ 15	\$ 30	\$ 55										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										

OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE: _____	PROGRAM DIRECTOR INITIAL: <u>ag</u>	TOTAL COST OF REQUEST	<b>\$ 3,205</b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <u>Ashley Johnson</u>			
SIGNATURE OF SUPERINTENDENT: <u>[Signature]</u>		BOARD APPROVAL DATE	<u>8-23-17</u>

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

Sept 2017 # 5

TITLE OF CONFERENCE  National Migrant Conference  PURPOSE OF CONFERENCE  New Program Staff Professional Development	DESTINATION  Portland, OR  REPORT TO: (CIRCLE ONE)  BOARD      STAFF      TEAM	CHECK ONE			
		IN-RADIUS		OUT-RADIUS	4
		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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	FUNDING SOURCE (MARK ONE)					
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE		100 PD	SPECIAL ED	ACTIVITIES	FEDERAL	SAFETY	VOCATION
Michele Widmier (Federal Programs Director)	April 29 2018		\$ 15	\$ 30	\$ 45	Boise	330	\$ 149	\$ 145	\$ 50		\$ 325	\$ 225	\$ 800	\$ 509
	April 30 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 1 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 2 2018	\$ 10		\$ 20	\$ 30										
Jamie Arteaga (Migrant Grad/LEP/Homeless)	April 29 2018		\$ 15	\$ 30	\$ 600			\$ -	\$ 50	\$ 50		\$ 325	\$ 225	\$ 800	\$ 820
	April 30 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 1 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 2 2018	\$ 10		\$ 20	\$ 30										
Cintha Guerrero (Migrant Liaison)	April 29 2018		\$ 15	\$ 30	\$ 45			\$ -	\$ 50	\$ 50		\$ 325	\$ 225	\$ 800	\$ 265
	April 30 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 1 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 2 2018	\$ 10		\$ 20	\$ 30										
Maria Renz (Migrant Preschool)	April 29 2018		\$ 15	\$ 30	\$ 45			\$ -	\$ 50	\$ 50	\$ 180	\$ 325	\$ 225		\$ 265
	April 30 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 1 2018	\$ 10	\$ 15	\$ 20	\$ 45										
	May 2 2018	\$ 10		\$ 20	\$ 30										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										

OFFICE USE ONLY			
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.			
BUDGET CODE:	253-MIGRANT	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 6,639
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:			
BOARD APPROVAL DATE			

# TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  VARSITY VOLLEYBALL TOURNAMENTS  PURPOSE OF CONFERENCE   COMPETITION	DESTINATION  POCATELLO, IDAHO FALLS, SOUTH JORDAN UT  REPORT TO: (CIRCLE ONE)  BOARD    STAFF <u>TEAM</u>	CHECK ONE <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 25%;">IN-RADIUS</td> <td style="border: 1px solid black; width: 25%; text-align: center;"><b>X</b></td> <td style="border: 1px solid black; width: 25%;">OUT-RADIUS</td> <td style="border: 1px solid black; width: 25%;"></td> </tr> <tr> <td colspan="4" style="text-align: center; border: none;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td style="border: 1px solid black;"># STUDENTS</td> <td style="border: 1px solid black; text-align: center;"><b>10</b></td> <td style="border: 1px solid black;"># CHAPERONES</td> <td style="border: 1px solid black; text-align: center;"><b>3</b></td> </tr> </table>	IN-RADIUS	<b>X</b>	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS	<b>10</b>	# CHAPERONES	<b>3</b>
IN-RADIUS	<b>X</b>	OUT-RADIUS												
STUDENT TRAVEL OVERNIGHT Y/N														
# STUDENTS	<b>10</b>	# CHAPERONES	<b>3</b>											

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. STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD		SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		<b>X</b>
				VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	FEDERAL	SUB	SAFETY	VOCATION	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		RENTAL CAR SHUTTLE TAXI BUSING	REGISTRATION	AIRFARE	LODGING		
MINICO VB TEAM	SEPT 1-2, 2017				\$ -	POCATELLO-SCHOOL BUS		\$ -		\$ 74		\$ 270		\$ 400	
				\$ -											
				\$ -											
				\$ -											
MINICO VB TEAM	SEPT 22-23, 2017				\$ -	IDAHO FALLS-SCHOOL BUS		\$ -		\$ 121		\$ 300		\$ 400	
				\$ -											
				\$ -											
				\$ -											
MINICO VB TEAM	OCT 6-7, 2017				\$ -	SOUTH JORDAN-SCHOOL BUS		\$ -		\$ 175		\$ 450		\$ 500	
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											
					\$ -			\$ -							\$ -
				\$ -											
				\$ -											
				\$ -											

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    \$ <b>2,690</b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT: <b>8-31-17</b>			BOARD APPROVAL DATE

Sept 2017 #1

## TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE

DESTINATION

CHECK ONE

GEAR UP West Conference

Portland, OR

IN-RADIUS

OUT-RADIUS

X

PURPOSE OF CONFERENCE

REPORT TO: (CIRCLE ONE)

STUDENT TRAVEL OVERNIGHT Y/N

Professional Development

BOARD STAFF TEAM

# STUDENTS

# CHAPERONES

REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT OUT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)

100 PD

SPECIAL ED

xx

ACTIVITIES

FEDERAL

SAFETY

VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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							
Brooke Claridge	29-Oct-17		\$ 15	\$ 30	\$ 45	BOISE	330	\$ 149	\$ 27	\$ 50		\$ 300	\$ 338	\$ 420	\$ 291
	30-Oct-17				\$ -										
	31-Oct-17			\$ 20	\$ 20										
	29-Oct-17		\$ 15	\$ 30	\$ 45										
Jacoby Sneddon	30-Oct-17				\$ -			\$ -		\$ 50		\$ 300	\$ 338		\$ 115
	31-Oct-17			\$ 20	\$ 20										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										
					\$ -			\$ -							\$ -
					\$ -										
					\$ -										
					\$ -										

OFFICE USE ONLY

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

BUDGET CODE:

PROGRAM DIRECTOR INITIAL:

TOTAL COST OF REQUEST

\$ 2,102

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:

BOARD APPROVAL DATE

## (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE				DESTINATION				CHECK ONE							
MINICO CHOIR				CAMP PINEDELL				IN-RADIUS	X	OUT-RADIUS					
PURPOSE OF CONFERENCE				REPORT TO: (CIRCLE ONE)				STUDENT TRAVEL OVERNIGHT Y/N							
STUDENTS WILL GAIN AND DEVELOP LEADERSHIP SKILLS				BOARD STAFF TEAM				# STUDENTS	29	# CHAPERONES	7				
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.								FUNDING SOURCE (MARK ONE)							
OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.								DISTRICT PD		SPECIAL ED		ACTIVITIES	X		
								FEDERAL		SAFETY		VOCATION			
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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							
REFLECTIONS LEADERSHIP RETREAT	OCT 3-5, 2017				\$ -	CAMP PINEDELL	\$ -		\$ 200		\$ 1,760		\$ 320	\$ -	
				\$ -											
				\$ -											
				\$ -											
					\$ -		\$ -							\$ -	
				\$ -											
				\$ -											
				\$ -											
					\$ -		\$ -							\$ -	
				\$ -											
				\$ -											
				\$ -											
					\$ -		\$ -							\$ -	
				\$ -											
				\$ -											
				\$ -											
					\$ -		\$ -							\$ -	
				\$ -											
				\$ -											
				\$ -											
					\$ -		\$ -							\$ -	
				\$ -											
				\$ -											
				\$ -											
<div style="display: flex; justify-content: space-between;"> <span>\$ -</span> <span>\$ -</span> <span>\$ -</span> <span>\$ 200</span> <span>\$ -</span> <span>\$ 1,760</span> <span>\$ -</span> <span>\$ 320</span> </div>															

## 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE:	STUDENT ACTIVITIES	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	\$	2,280
--------------	--------------------	---------------------------	-----------------------	----	-------

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT \_\_\_\_\_

BOARD APPROVAL  
DATE

\_\_\_\_\_