

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331


Approved 5/7/18

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
Golf Team	Sandpoint, ID	IN-RADIUS		OUT-RADIUS	xx
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
Playoffs/finals	BOARD      STAFF      TEAM	# 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)				
School 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	DISTRICT CAR AVAILABLE							
Brenner Anton	12-May-18			\$ 20	\$ 20	Boise			yes		\$ 450			\$ 450	\$ 800	\$ 155
	13-May-18	\$ 10	\$ 15	\$ 20	\$ 45											
	14-May-18	\$ 10	\$ 15	\$ 20	\$ 45											
	15-May-18	\$ 10	\$ 15	\$ 20	\$ 45											
6 Students		\$ 10						\$ -								
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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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.			
BUDGET CODE:	school funds	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST \$ 1,855
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:			
SIGNATURE OF SUPERINTENDENT:  5-7-18		BOARD APPROVAL DATE 5-7-18 