

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE EAST MINICO STUDENT COUNCIL - MEET LEGISLATORS PURPOSE OF CONFERENCE EAST MINICO - STUDENT COUNCIL FUNDS				DESTINATION BOISE REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM				CHECK ONE IN RADIUS <input checked="" type="checkbox"/> OUT OF RADIUS STUDENT TRAVEL OVERNIGHT Y/N # STUDENTS 9 # CHAPERONES 2									
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									
SHELLY MERRILL	17-Mar-20			\$ 20	\$ 20	BOISE		\$ -	YES MINI BUS							\$ 560	\$ 45.00
	18-Mar-20	\$ 10	\$ 15	\$ 25													
				\$ -													
				\$ -													
TERRY MERRILL	17-Mar-20			\$ 20	\$ 20			\$ -									\$ 45.00
	18-Mar-20	\$ 10	\$ 15	\$ 25													
				\$ -													
				\$ -													
9 STUDENTS	17-Mar-20				\$ -			\$ -									\$ -
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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:	SS
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		TOTAL COST OF REQUEST	
1/24/2020		\$ 650.00	
SIGNATURE OF SUPERINTENDENT:		BOARD APPROVAL	
1D212EEB3C1A403... 1/25/2020		DATE	

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Request for training

Submitted by: Justin Tate

Diesel Technology Instructor Minico High School

1. Computer Interface training of modern vehicles: Site: Dyno Jet Research Labs Las Vegas, NV April 25th and 26th 2020 sponsored by the tuning school
2. This training has been approved at the building/district level: See included attachment from Mrs. Kidd, administrator
3. Travel per diem: Travel via ground transportation, mileage is less than air fare and rental/public ground transportation
4. Initial registration for the training is \$1249, educational discount and materials discount final training cost of \$1029.
5. Training schedule just became available early January A) update training has not been attended in the past several years B) This training will help better understand modern computer interface, scanning trouble codes, interpreting data, making assessments for repairs and protocol for making adjustments on modern vehicles and equipment. C) Information will be able to be brought back to the classroom and implemented immediately via demonstrations and classroom activities.
6. A) Dyno Jet research center interface training via tuning school
B) Travel April 24th and 26th; training April 24th and April 25th (weekend) so minimal class time will be missed
C) Dyno jet research center Las, Vegas, NV
D) 1. Registration \$1029
2. Travel ground transportation \$545.40 (less than airfare and transport)
3. Meals 4 days @\$55=\$220
4. Lodging (estimated) 3 days @\$120=\$360 (certain we can find something for less)
5. Has been approved at the building and district level
6. ARTEC approval Director/Principal ~~(Pending)~~ *Approved by ARTEC*

Total cost=\$2154.40