

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

From: Rebecca Rappold
Title: Superintendent

Description: Request travel to attend the Golf Divisional Tournament in Hamilton, MT 9/25/25-9/27/25.

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____

BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Jennifer LaFromboise-Wagner
Building Administration

Employee # _____
Substitute Name _____

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>9/25/25-9/27/25</u>	<u>12 Hrs</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ **Date** _____

☒ **Approved; Condition upon the specific leave being available for the specific employee** ☐ **Not Approved**

Principal/Supervisor _____ **Date** _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay
	(Master Contract Relationship)	

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Agenda, Name, Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Golf Divisional Tournament 2025-2026... (Attach Brochure/Agenda)

Location Hamilton, MT

Departure Date 9/25/25

Return Date 9/27/25

Departure Time 12:00 pm

Return Time 11:00 pm

Transportation: ☒ Personal Vehicle
☐ District Vehicle

Mileage 376 x \$0.70= \$263.20

Per Diem 2D\$51+D\$20= \$122.00

☐ Professional Development

☐ **Registration** = \$

☒ **Hotel PO#** = \$412.24

☐ **Other PO#** Airfare = \$

Submit Receipts on return for Taxi/Shuttle/Parking/Luggage **Sub Total** \$797.44

Budget 126.90.160.2320.582(70%) \$558.21
226.90.160.2320.582(30%) \$239.23

Check Total \$385.20

Employee Signature _____

Date _____

Principal/Supervisor _____

Date _____

Superintendent Signature _____

Date _____

Browning High School

Golf Schedule

2025-2026

First Day of Practice August 14, 2025						
<i>Date</i>	<i>Day</i>	<i>JV</i>	<i>Varsity</i>	<i>Opponent</i>	<i>Site</i>	<i>Departure</i>
8/18/25	Mon			Columbia Falls	Columbia Falls	6:00am
8/19/25	Tue	10:00am		East Helena	Fox Ridge	5:00am
8/21/25	Thur		10:00am	Ronan	Ronan	????
8/21/25	Thur		9:30am	Havre	Havre	5:30am
8/22/25	Fri		10:00am	Browning	Shelby	7:30am
8/25/25	Mon		11:30am	Columbia Falls	Meadow Lake	8:00am
8/26/25	Tues		10:00am	Frenchtown	Frenchtown	5:00am
9/3/25	Wed		9:00am	Whitefish	Whitefish	6:00am
9/4/25	Thur		9:00am	Bigfork	Eagle Bend	6:00am
9/8/25	Mon		10:00am	Polson	Polson	6:00am
9/9/25	Tues	9:00am		Havre	Havre	5:00am
9/11/25	Thurs		10:00am	Libby	Eureka	6:00am
9/20/25	Sat		10:00am	Hamilton	Hamilton	Fri. 3:00pm
9/22/25	Mon	9:30am		Columbia Falls	West Glacier	7:00am
9/25/25	Thur			Divisional	Hamilton	4:00pm
9/26/25	Fri			Divisional	Hamilton	
9/27/25	Sat			Divisional	Hamilton	
10/2/24	Thur			State	Sidney	
10/3/24	Fri			State	Sidney	
10/4/24	Sat			State	Sidney	