The 2019-2020 Student Body officers are requesting permission to hold our Summer Retreat on June 17th-19th, 2019 at Village of Trees in Declo, ID. Everything will be paid for by the students and with Student Council funds. There will be adequate adult supervision.

Sorry for the late notice-but we were just able to find dates that will work for the new officers.

Thank you,

Catie Smith

Minico High School Student Council Advisor RECEIVED MAY 3 O 2019

The 2019-2020 Student Council officers are requesting permissions to hold our Summer Retreat on June 19th-20th, 2019 at Village of Trees in Declo, ID. Everything will be paid for by the students and with Student Council funds. There will be adequate adult supervision.

Thank you,

Catie Smith

Minico High School

Student Council Advisor

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

CHECK ONE DESTINATION TITLE OF CONFERENCE OUT OF X **RADIUS** IN RADIUS ANAHEIM CALIFORNIA POWERSCHOOL UNIVERSITY STUDENT TRAVEL OVERNIGHT Y/N REPORT TO: (CIRCLE ONE) PURPOSE OF CONFERENCE TEAM **STAFF BOARD** # CHAPERONES # STUDENTS POWERSCHOOL TRAINING -REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT **FUNDING SOURCE (MARK ONE)** SPECIAL ED **OUT OF RADIUS AND STUDENT** TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. DISTRICT PD VOCATION SAFETY REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL Y/N MILEAGE **MEALS** TOTAL STAFF DISTRICT MILES PARKING | RENTAL CAR DESTINATION DINNER DAILY REGISTRATION AIRFARE LODGING BREAKFAST LUNCH SUB DATE(S) OF REIMB CAR BAGGAGE SHUTTLE TAX .45 IN-STATE \$20 TOTAL CITY OR \$15 NAMES OF ATTENDEES \$10 TRAVEL PER MILE AVAILABLE AIRPORT OUT-STATE \$30 22-Jun-19 \$ \$ 302.50 \$ 700 \$ 1,540 30 30 \$ 2,200 \$ -23-Jun-19 INCLUDED INCLUDED \$ 60 \$ 157.50 NO \$ 60 350 SLC 30 30 **BRANAN HARDCASTLE** 24-Jun-19 INCLUDED INCLUDED 30 25-Jun-19 INCLUDED INCLUDED 30 30 26-Jun-19 INCLUDED \$ 115.00 30 INCLUDED 27-Jun-19 INCLUDED 55 OFFICE USE ONLY PERDIEN ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. TOTAL COST OF REQUEST 4,977.50 PROGRAM DIRECTOR INITIAL: 100.621.0380 BUDGET CODE: SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: **BOARD APPROVAL** SIGNATURE OF SUPERINTENDENT: DATE

June 2019

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE						DESTINATION						CHECK ONE					
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