

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Nov 16 #1

DATE SUBMITTED:	10/11/2016	NAME OF STAFF TRAVELING:	Candice Gardner
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

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

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
JUNE 5-9, 2017	STATE CAREER DEVELOPMENT EVENTS	UNIVERSITY OF IDAHO, MOSCOW, ID	MEALS	\$ 265	\$ 695.00	\$ -	\$ 695.00	CTE ACCOUNT
			MILEAGE					
			LODGING	\$ 400				
			REGISTRATION	\$ 30				
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER					
			MEALS					
			MILEAGE					
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER					
			MEALS					
			MILEAGE					
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION					
			AIRFARE					
			OTHER					
WHY TRAVEL IS REQUIRED OR RECOMMENDED? Supervise FFA members attending State Career Development Events					TOTAL:	TOTAL:	TOTAL:	
					\$ 695.00	\$ -	\$ 695.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
Supervise FFA members attending State Career Development Events

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
Good news report to school board

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?
Effectiveness of the training will be assessed by the individual and team placing in comparison to members' experience, practice attendance, and participation in event.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR / ADMINISTRATOR: 	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">RECEIVED</div> OCT 15 2016 Accounts Payable District Service Ctr.	BOARD APPROVAL DATE:
SIGNATURE OF SUPERINTENDENT: 10-14-16		

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Nov 16 #2

DATE SUBMITTED:	10/12/2016	NAME OF STAFF TRAVELING:	Maria (Quela) Renz
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

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

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
APRIL 30- MAY 3, 2016	2017 NATIONAL MIGRANT EDUCATION CONFERENCE	ORLANDO, FL	MEALS		\$ 300.00	\$ -	\$ 300.00	MIGRANT PD
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER	\$ 300				
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
Professional Development for Migrant Preschool	\$ 300.00	\$ -	\$ 300.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Learning teaching strategies, assessment, for student achievement and program improvement.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Board presentation that will share information and ideas gained through conference participation. Will share skills and knowledge with district administrators and staff in preschool positions.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

Observation and assessment and ongoing discussion.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: <i>Heath Harnath</i> 10-12-16	
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 10-13-16	BOARD APPROVAL DATE: Last Update: 10/13/2014

Nov 16 # 3

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

date Submitted:	11/3/2016	NAME OF STAFF TRAVELING:	Tina Williams
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source														
January 25-28, 2017	Winter Edufest 2017	Coeur d'Alene	<table style="font-size: small; border-collapse: collapse;"> <tr><td>meals</td><td style="text-align: right;">\$ 110</td></tr> <tr><td>mileage</td><td style="text-align: right;">\$ 149</td></tr> <tr><td>lodging</td><td style="text-align: right;">\$ 215</td></tr> <tr><td>registration</td><td style="text-align: right;">\$ 405</td></tr> <tr><td>airfare</td><td style="text-align: right;">\$ 200</td></tr> <tr><td>other</td><td style="text-align: right;">\$ 119</td></tr> <tr><td>Total</td><td style="text-align: right;">\$ 1,297.50</td></tr> </table>	meals	\$ 110	mileage	\$ 149	lodging	\$ 215	registration	\$ 405	airfare	\$ 200	other	\$ 119	Total	\$ 1,297.50	\$ 1,297.50	-	\$ 1,297.50	
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other																					
Total																					
why travel is required or recommended?				Total:	Total:	Total:															
Travel is recommended for training in Gifted and Talented Education				\$ 1,297.50	-	\$ 1,297.50															

why travel is required or recommended?
 Travel is recommended for training in Gifted and Talented Education

What is your purpose for attending workshops, conferences or activities?
 The purpose for attending to learn how to meet the needs of students who are gifted and talented.

How will the information gained from this travel be shared with staff and the board?
 The information gained from this travel will be shared with the staff at West Minico Middle School at staff meetings. The information will also be shared with other facilitators in the district who are working to meet the needs of gifted and talented students.

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
 The effectiveness of the training will be assessed by the increase in staff understanding of the needs of gifted and talented students at West Minico Middle Schoole and how the needs are being met in the general education classroom.

A Travel Reimbursement Form must also be filled out to request Perdiem returned for additional information. incomplete travel requests will be

Signature of Supervisor/administrator:	RECEIVED		
Signature of superintendent:	NOV - 8 2016		Board approval date:
11-14-16			

Accounts Payable
District Service Ctr.

STUDENT TRAVEL REQUEST FORM

Nov 16 #4

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	10/4/2016	NAME OF GROUP TRAVELING:	STUDENT COUNCIL
ADVISOR NAME:	CATIE SMITH		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

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

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
FEB 23-25, 2017	STUDENT COUNCIL STATE CONFERENCE	BSU, Boise, ID	MEALS	\$ 25	\$ 925.50	\$ 100.00	\$ 825.50	DISTRICT-TRANSPORTATION STUDENT COUNCIL-HOTEL
			TRANSPORTATION	\$ 776				
			LODGING	\$ 50				
			REGISTRATION	\$ 75				
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED? Definitely recommended-This is needed for the educational opportunities it provides. This is part of the leadership curriculum I cannot recreate in the classroom.	TOTAL:	TOTAL:	TOTAL:	
	\$ 925.50	\$ 100.00	\$ 825.50	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
 We plan to meet with student councils statewide to gain valuable experience by sharing and leading. Minico High School's student council is also hoping to receive the outstanding student council award.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

RECEIVED

OCT 19 2016

DISTRICT OFFICE

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:
SIGNATURE OF SUPERINTENDENT:	BOARD APPROVAL DATE
10-26-16	