

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE  STN CONFERENCE  PURPOSE OF CONFERENCE  PROFESSIONAL DEVELOPMENT	DESTINATION  RENO, NV  REPORT TO: (CIRCLE ONE)  BOARD    STAFF    TEAM	CHECK ONE  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black;">IN-RADIUS</td> <td style="width: 25%; border: 1px solid black;"></td> <td style="width: 25%; border: 1px solid black;">OUT-RADIUS</td> <td style="width: 25%; border: 1px solid black; text-align: center;">X</td> </tr> <tr> <td colspan="4" style="text-align: center; border: 1px solid black;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td style="border: 1px solid black;"># STUDENTS</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"># CHAPERONES</td> <td style="border: 1px solid black;"></td> </tr> </table>	IN-RADIUS		OUT-RADIUS	X	STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
IN-RADIUS		OUT-RADIUS	X											
STUDENT TRAVEL OVERNIGHT Y/N														
# 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)					
DISTRICT PD	X	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								
Ryan Edwardas	12-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55	RENO		\$ -	Y				\$ 499	\$1,000	\$ 195	
	13-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
	14-Jul-18			\$ 30	\$ 30											
	15-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
	16-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55			\$ -	Y						\$ 150	
	17-Jul-18	\$ 10		\$ 30	\$ 40											
	18-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
					\$ -											
ATTENDEE	12-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55	RENO		\$ -				\$ 499	\$1,000	\$ 195		
	13-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
	14-Jul-18			\$ 30	\$ 30											
	15-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
	16-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55			\$ -							\$ 150	
	17-Jul-18	\$ 10		\$ 30	\$ 40											
	18-Jul-18	\$ 10	\$ 15	\$ 30	\$ 55											
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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: _____	PROGRAM DIRECTOR INITIAL: <i>RE</i>	TOTAL COST OF REQUEST <b>\$ 3,688</b>
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Ryan Edwardas</i>		
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 5-18-18		BOARD APPROVAL DATE

