

# TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
IEA Delegate Assembly	Boise	IN-RADIUS	<b>xx</b>	OUT-RADIUS	
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
Professional Development	BOARD    STAFF    TEAM	# 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. REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)				
DISTRICT PD		SPECIAL ED		ACTIVITIES
FEDERAL		SAFETY		VOCATION
				MCEA

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	DISTRICT CAR AVAILABLE								
Tara McCall	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Maria Fassett	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
karl Sandman	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Wes Depew	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Sarah Pelayo	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Carol Loveless	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												

### OFFICE USE ONLY

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. PERDIEM

BUDGET CODE:	MCEA is paying for this trip	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	\$ -
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:

BOARD APPROVAL DATE

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DISTRICT PD		SPECIAL ED		ACTIVITIES	MCEA
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									
Mary Brisbin	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Jana Thomsen	20-Apr-18				\$ -											\$ -	
					\$ -			\$ -									
					\$ -												
					\$ -												
Amy Eilers	20-Apr-18				\$ -											\$ -	
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					\$ -										\$ -		

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BUDGET CODE:	100 District Professional Development	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	\$ -
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SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE