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March 3rd

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## TRAVEL REQUEST FORM (POLICY 546,00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 TITLE OF CONFERENCE DESTINATION CHECK ONE OUT OF NAEHCY CONFERENCE 2025 DALLAS, TX IN RADIUS RADIUS PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) STUDENT TRAVEL OVERNIGHT Y/N BOARD STAFF TEAM **HOMELESS CONFERENCE** # STUDENTS # CHAPERONES REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO FUNDING SOURCE (MARK ONE) APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS DISTRICT PID SPECIAL ED ACTIVITIES ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY SCHOOL IMPROVEMENT MEALS MILEAGE Y/N BREAKFAST \$10 LUNCH DINNER DAILY DESTINATION CITY MILES DATE(S) OF TOTAL DISTRICT PARKING RENTAL CAR NAMES OF ATTENDEES TOTALSTAFF SUB IN-STATE \$20 REGISTRATION AIRFARE TOTAL OR AIRPORT LODGING TRAVEL CAR BAGGAGE SHUTTLE TAXI REIMB OUT-STATE \$30 PER MILE AVAILABLE 1-Nov-25 \$ 10 \$ 15 | \$ 2-Nov-25 Š 3-Nov-25 30 \$ 30. GERALDINE VEGA BOISE 326 \$228.20 950 \$450 \$ 1,000 \$ 403.20 \$ 100 | \$ 50 4-Nov-26 15 \$ 30 \$ 45 5-Nov-25 15 \$ 20 \$ 45 0 \$ \$ -\$ -\$ \$ -\$ -\$ -\$ -100 \$ 50 \$ - \$ 950 \$ 450 \$ 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. BUDGET CODE: TOTAL COST OF REQUEST PROGRAM DIRECTOR INITIAL: 2,953.20 SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 CHECK ONE TITLE OF CONFERENCE DESTINATION BOISE, ID IN-RADIUS **OUT-RADIUS E SPORTS STATE TOURNAMENT** STUDENT TRAVEL OVERNIGHT Y/N Υ PURPOSE OF CONPERENCE REPORT TO: (CIRCLE ONE) **BOARD STAFF** 2 STATE COMPETITION #STUDENTS # CHAPERONES REQUESTS THAT ARE REQUIRED BY STRAIT, SOWERNINGRITAL 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. FUNDING SOURCE (MARK ONE) OUT OF DISTRICT PO SPECIAL ED ACTIVITIE X RACHUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING. FEDERAL SAFETY VOCATION **MEALS** MILEAGE Y/N. PARKING RENTAL CAR TOTAL. DATE(S) OF BREAKFAST LUNCH DINNER DESTINATION MILES TOTAL 0.57 DISTRICT NAMES OF ATTENDESS BAGGAG SHUTTLE SUB REGISTRATION AIRFARE LODGING STAFF TRAVEL INSTATE \$20 \$10 CITY OR MILE CAR \$15 TAX REIMB E **OUT STATE \$30** AIRPORT AVAILABLE MAY 15-16, 2025 E SPORTS TEAM BOISE 330 | \$ -Ν \$ 160 MAY 15-16, 2025 \$ 160 DONNA CAMERON BOISE MAY 15-16, 2025 ROBERT KENT BOISE \$ 160 \$ -\$ -\$ ~ 5 -\$-\$ -\$ 480 660 \$ - \$ 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. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. \$ 1,140 TOTAL COST OF REQUEST BUDGET CODE: ESPORTS/FUNDS PROGRAM DIRECTOR INITIAL: SIGNATURE(S) OF SUPERY ISOR/ADMINISTRATE SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL

DATE

Mr. Larsen,

I am sending you a late travel request. Our eSports team earned a spot in the state tournament to be held on May 16<sup>th</sup>, in Boise, Idaho. It was kind of a surprise! We will head to Boise on May 15<sup>th</sup> to be ready for the early games. I would appreciate it if you would approve this trip for us. The team is excited to attend.

Thanks so much for your consideration.

Donna Cameron

Coach Minico eSports