

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 05.14.19



Recognition: ☐ Students ☐ Staff ☐ Parents
Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report
Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements
 ☐ Travel Out-of-State ☒ Travel In State ☐ Approvals
 ☐ Termination ☐ Legal Matters ☐ Other:
This action request pertains to ☒ Elementary (only) ☐ High School/District Wide

Date: 4.17.19

To: **Board of Trustees**
 Browning Public Schools

From: Corrina Guardipee-Hall
Title: Superintendent

Subject: **In-State Travel On Site Visit (MTSS)**

Description: Request in-state travel for Tonia Tatsey and Rebecca Rappold to attend an on-site visit in Anaconda, MT (MTSS).

Financial Impact: \$ 352.74

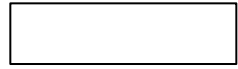
Funding Source (Budget/grant, etc.): MCLP: 115.5.423.2213.582.649 (100%)

Attachment(s): Travel Request

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____



BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request

Employee Name Sample
Building KW/V

Employee #
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>05.20.19</u>	<u>8</u>	<u>SR</u>

Employee Signature _____ Date _____

☐ Approved; Condition upon the specific leave being available for the specific employee. ☐ Not Approved

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop Anaconda Site Visit (MTSS) Attach Brochure/Agenda

Location Anaconda, MT

Departure Date 05.19.19

Return Date 05.20.19

Departure Time 2:00 pm

Return Time 8:30 pm

Transportation: ☒ Personal Vehicle

Mileage 253 x .58 = \$146.74

☐ District Vehicle

Per Diem 1 day @ \$36 + \$15D. = \$ 51.00

☐ Professional Development

☒ Registration _____ = _____

☒ Hotel _____ PO# _____ = \$155.08

☒ Other _____ PO# Airfare _____ = \$ 0.00

☐ Other _____ PO# Luggage _____ = \$ 0.00

Sub Total \$ 352.74

Budget 115.5.423.2213.582.649 (100%)

Check Total \$197.74

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____