

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION	CHECK ONE	
MBA LEADERSHIP CONFERENCE	COLUMBUS OHIO	IN RADIUS	OUT OF RADIUS X
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. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)			
DISTRICT PD	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								
SARAH PELAYO	24-Jan-18				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	25-Jan-18				\$ -											
	26-Jan-18				\$ -											
	27-Jan-18				\$ -											
	28-Jan-18				\$ -		\$ -									\$ -
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ALL ARRANGEMENTS AND COSTS ARE BEING DONE BY THE STATE DEPARTMENT CTE

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:	100.621.0380	PROGRAM DIRECTOR INITIAL:	SS	TOTAL COST OF REQUEST	\$ -
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:		11/20/2018 7:37:47 PM PST			
SIGNATURE OF SUPERINTENDENT:		BOARD APPROVAL DATE			