

TRAVEL REQUEST FORM (POLICY 405.21F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE WRESTLING TOURNAMENT, NAT'L TOURNAMENT					DESTINATION FARGO, NORTH DAKOTA WRESTLING WILL PAY ALL EXPENSES					CHECK ONE						
PURPOSE OF CONFERENCE WRESTLING TOURNAMENT, NAT'L TOURNAMENT					REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM					IN-RADIUS <input type="checkbox"/>		OUT-RADIUS <input checked="" type="checkbox"/>		X		
										STUDENT TRAVEL OVERNIGHT Y/N						
										# STUDENTS 8		# CHAPERONES		2		
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 FEDERAL		SPECIAL ED SAFETY		ACTIVITIES VOCATION		
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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 .57 PER MILE								
RICK STIMPSON, CLAY ROBINSON	12-Jul-25				\$ -			\$0.00								\$0.00
	20-Jul-25				\$ -											
					\$ -											
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ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE: <u>Summer Wrestling Fund</u>	PROGRAM DIRECTOR INITIAL: <u>[Signature]</u>	TOTAL COST OF REQUEST	\$ -
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <u>[Signature]</u>			
SIGNATURE OF SUPERINTENDENT: <u>[Signature]</u>		BOARD APPROVAL DATE	

TITLE OF CONFERENCE NCCEP/GEAR UP ANNUAL CONFERENCE					DESTINATION SAN FRANCISCO, CA					CHECK ONE IN-RADIUS <input type="checkbox"/> OUT-RADIUS <input checked="" type="checkbox"/>									
PURPOSE OF CONFERENCE					REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM					STUDENT TRAVEL OVERNIGHT Y/N									
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.										# STUDENTS					# CHAPERONES				
FUNDING SOURCE (MARK ONE)																			
GEAR UP																			
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			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 PER MILE .70											
Mercado, Braylyn	13-Jul-25			\$ 30	\$ 55	Twin Falls, ID	94	\$ 66	\$ 70	\$ 100		\$ 1,275	\$ 580	\$ 1,140	\$ 442				
	14-Jul-25			\$ 31.90	\$ 32														
	15-Jul-25			\$ 31.90	\$ 32														
	16-Jul-25			\$ 31.90	\$ 32														
	17-Jul-25			\$ 30	\$ 55														
Van Every, Brent	13-Jul-25			\$ 30	\$ 55							\$ 1,275	\$ 580	\$ 1,140	\$ 442				
	14-Jul-25			\$ 31.90	\$ 32														
	15-Jul-25			\$ 31.90	\$ 32														
	16-Jul-25			\$ 31.90	\$ 32														
	17-Jul-25			\$ 30	\$ 55														
Van Every, Emma	13-Jul-25			\$ 30	\$ 55			\$ -	\$ 70	\$ -		\$ 1,275	\$ 580	\$ -	\$ 276				
	14-Jul-25			\$ 31.90	\$ 32														
	15-Jul-25			\$ 31.90	\$ 32														
	16-Jul-25			\$ 31.90	\$ 32														
	17-Jul-25			\$ 30	\$ 55														
Martinez, Gabrielle	13-Jul-25			\$ 30	\$ 55			\$ -	\$ 70	\$ -		\$ 1,275	\$ 580	\$ 1,140	\$ 276				
	14-Jul-25			\$ 31.90	\$ 32														
	15-Jul-25			\$ 31.90	\$ 32														
	16-Jul-25			\$ 31.90	\$ 32														
	17-Jul-25			\$ 30	\$ 55														
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				\$ -			\$ -								\$ -				
\$ 823					\$ 132			\$ 280	\$ 200	\$ -	\$ 5,100	\$ 2,320	\$ 3,420						
ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.																			
BUDGET CODE:					PROGRAM DIRECTOR INITIAL:					TOTAL COST OF REQUEST					\$ 12,274				
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:															BOARD APPROVAL DATE				
SIGNATURE OF SUPERINTENDENT:																			

