

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

Oct #1

date Submitted: 9-15-16	Josh Aston	
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (Include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source												
July 8-12 <i>2017</i>	ASCD Conference-	Anahlem, CA	<table border="1" style="font-size: small; width: 100%;"> <tr><td>meals</td><td>\$ 220</td></tr> <tr><td>mileage</td><td>\$ 128</td></tr> <tr><td>lodging</td><td>\$ 750</td></tr> <tr><td>registration</td><td>328 or 398</td></tr> <tr><td>airfare</td><td>\$ 250</td></tr> <tr><td>other</td><td>\$ 128</td></tr> </table>	meals	\$ 220	mileage	\$ 128	lodging	\$ 750	registration	328 or 398	airfare	\$ 250	other	\$ 128	\$ 2,181.00	\$ -		2,181.00
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registration																			
airfare																			
other																			

why travel is required or recommended? The above conferences are recommended for ongoing professional development and creating strong leadership teams	Total:	Total:	Total:	
	\$ 2,181.00	\$ -	\$ -	

What is your purpose for attending workshops, conferences or activities?
Educational leadership-learning more about how to empower our leadership team and inspire students.

How will the information gained from this travel be shared with staff and the board?
Minico's leadership team will prepare a presentaion for the board, sharing information and ideas gained by attending the conference. The Minico leadership team will share any skills gained with staff and team leaders.

RECEIVED

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
Skills learned will be assessed by participation in any suggested changes along with continued observations and on going discussions

SEP 15 2016
Accounts Payable
District Service Ctr.

A Travel Reimbursement Form must also be filled out to request Perdiem
incomplete travel requests will be returned for additional information.

Signature of Supervisor/administrator: *[Signature]*

Signature of superintendent: *[Signature]* 9-22-16

Board approval

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

Oct #2

date Submitted: 9-15-16	Ty Shippen	
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source																																				
July 8-12 2017	ASCD Conference-	Anahlem, CA	<table border="1" style="font-size: small; width: 100%;"> <tr><td>meals</td><td>\$ 220</td></tr> <tr><td>mileage</td><td></td></tr> <tr><td>lodging</td><td>\$ 720</td></tr> <tr><td>registration</td><td>379 or 459</td></tr> <tr><td>airfare</td><td>\$ 250</td></tr> <tr><td>other</td><td></td></tr> <tr><td>meals</td><td></td></tr> <tr><td>mileage</td><td></td></tr> <tr><td>lodging</td><td></td></tr> <tr><td>registration</td><td></td></tr> <tr><td>airfare</td><td></td></tr> <tr><td>other</td><td></td></tr> <tr><td>meals</td><td></td></tr> <tr><td>mileage</td><td></td></tr> <tr><td>lodging</td><td></td></tr> <tr><td>registration</td><td></td></tr> <tr><td>airfare</td><td></td></tr> <tr><td>other</td><td></td></tr> </table>	meals	\$ 220	mileage		lodging	\$ 720	registration	379 or 459	airfare	\$ 250	other		meals		mileage		lodging		registration		airfare		other		meals		mileage		lodging		registration		airfare		other		\$ 1,649.00	\$ -		1,649.00
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why travel is required or recommended?	Total:	Total:	Total:	
The above conferences are recommended for ongoing professional development and creating strong leadership teams	\$ 1,649.00	\$ -	\$ -	

What is your purpose for attending workshops, conferences or activities?
 Educational leadership-learning more about how to empower our leadership team and inspire students.

How will the information gained from this travel be shared with staff and the board?
 Minico's leadership team will prepare a presentaion for the board, sharing information and ideas gained by attending the conference. The Minico leadership team will share any skills gained with staff and team leaders.

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
 Skills learned will be assessed by participation in any suggested changes along with continued observations and on going discussions

A Travel Reimbursement Form must also be filled out to request Perdiem
 incomplete travel requests will be returned for additional information.

Signature of Supervisor/administrator:

Signature of superintendent: 9-22-16

RECEIVED

SEP 15 2016

Accounts Payable
District Service Ctr.

Board approval

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

Oct #3

date Submitted: 9-15-16	Suzetter Miller	
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (Include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source																		
July 8-12	National Principals Conference	Philadelphia, PA	<table style="font-size: 0.8em; border-collapse: collapse;"> <tr><td>meals</td><td>\$</td><td>238</td></tr> <tr><td>mileage</td><td>\$</td><td>122</td></tr> <tr><td>lodging</td><td>\$</td><td>149</td></tr> <tr><td>registration</td><td>\$</td><td>499</td></tr> <tr><td>airfare</td><td>\$</td><td>600</td></tr> <tr><td>other</td><td>\$</td><td>188</td></tr> </table>	meals	\$	238	mileage	\$	122	lodging	\$	149	registration	\$	499	airfare	\$	600	other	\$	188	\$1,544.00	\$ -	\$ 1,544.00	Minico Pd (local)
meals	\$	238																							
mileage	\$	122																							
lodging	\$	149																							
registration	\$	499																							
airfare	\$	600																							
other	\$	188																							
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why travel is required or recommended?

The above conferences are recommended for ongoing professional development and creating strong leadership teams

	Total:	Total:	Total:	
	\$ -	\$ -	\$ -	\$ 1,544.00

What is your purpose for attending workshops, conferences or activities?

Educational leadership-learning more about how to empower our leadership team and inspire students.

How will the information gained from this travel be shared with staff and the board?

Minico's leadership team will prepare a presentaion for the board, sharing information and ideas gained by attending the conference. The Minico leadership team will share any skills gained with staff and team leaders.

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?

Skills learned will be assessed by participation in any suggested changes along with continued observations and on going discussions

A Travel Reimbursement Form must also be filled out to request Perdiem
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Signature of Supervisor/administrator:

Suzetter Miller

Signature of superintendent:

[Signature] 9-16-16

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SEP 26 2016

Accounts Payable
District Service Ctr.

Board approval

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Minidoka County Joint School District # 331

Oct #4

date Submitted: 9-15-16	Kimberley Kidd	I won an all expense paid trip to the National Principals Conference in July- I do not believe meals will be covered.
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July 8-12	National Principals Conference	Philadelphia, PA	<table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr><td>meals</td><td style="text-align: right;">\$ 235</td></tr> <tr><td>mileage</td><td style="text-align: right;">airfare/mile</td></tr> <tr><td>lodging</td><td></td></tr> <tr><td>registration</td><td></td></tr> <tr><td>airfare</td><td></td></tr> <tr><td>other</td><td></td></tr> <tr><td>meals</td><td></td></tr> <tr><td>mileage</td><td></td></tr> <tr><td>lodging</td><td></td></tr> <tr><td>registration</td><td></td></tr> <tr><td>airfare</td><td></td></tr> <tr><td>other</td><td></td></tr> <tr><td>meals</td><td></td></tr> <tr><td>mileage</td><td></td></tr> <tr><td>lodging</td><td></td></tr> <tr><td>registration</td><td></td></tr> <tr><td>airfare</td><td></td></tr> <tr><td>other</td><td></td></tr> </table>	meals	\$ 235	mileage	airfare/mile	lodging		registration		airfare		other		meals		mileage		lodging		registration		airfare		other		meals		mileage		lodging		registration		airfare		other		\$ 235.00	\$ -	\$ 235.00	
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IASA-Heather is tracking it down.

What is your purpose for attending workshops, conferences or activities?
Educational leadership-learning more about how to empower our leadership team and inspire students.

How will the information gained from this travel be shared with staff and the board?
Minico's leadership team will prepare a presentaion for the board, sharing information and ideas gained by attending the conference. The Minico leadership team wil share any skills gained with staff and team leaders.

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
Skills learned will be assessed by participation in any suggested changes along with continued observations and on going discussions

A Travel Reimbursement Form must also be filled out to request Perdiem
incomplete travel requests will be returned for additional information.

Signature of Supervisor/administrator:

Signature of superintendent: 9-19-16

RECEIVED

SEP 26 2016

Accounts Payable
District Service

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #5

DATE SUBMITTED:	10/10/2016	NAME OF STAFF TRAVELING:	Heather Hepworth, Sherri Bingham, Ashley Johnson
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
MARCH 25-27, 2017	ASCD EMPOWER 17 CONFERENCE	ANAHEIM, CA	MEALS	\$ 660	\$ 4,008.50	\$ -	\$ 4,008.50	100 PD
			MILEAGE	\$ 149				
			LODGING	\$ 1,200				
			REGISTRATION	\$ 800				
			AIRFARE	\$ 1,200				
			OTHER	\$ -				
			MEALS					
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
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			MEALS					
			MILEAGE					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
Recommended for ongoing Professional Development and creating strong leadership teams.					\$ 4,008.50	\$ -	\$ 4,008.50	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Educational leadership-learning with highly qualified training on how to empower leadership teams and inspire students.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Board presentation that will share information and ideas gained through conference participation. District team will share skills and knowledge with district administrators and staff in leadership positions.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

Observation and assessment and ongoing discussion.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:

Ashley Johnson Sherri Bingham Heather Hepworth 10-11-16

SIGNATURE OF SUPERINTENDENT:

[Signature]

10/10/16

BOARD APPROVAL DATE:	
Last Update: 10/13/2014	

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #6

DATE SUBMITTED:	9/15/2016	NAME OF STAFF TRAVELING:	Angie Pullin
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

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DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE												
NOVEMBER 30 - DECEMBER 3	ACTE CAREERTECH VISION CONFERENCE	LAS VEGAS NEVADA	<table border="1" style="font-size: small; width: 100%;"> <tr><td>MEALS</td><td>\$ 220</td></tr> <tr><td>MILEAGE</td><td>\$ 165</td></tr> <tr><td>LODGING</td><td>\$ 360</td></tr> <tr><td>REGISTRATION</td><td>\$ 540</td></tr> <tr><td>AIRFARE</td><td>\$ 500</td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 220	MILEAGE	\$ 165	LODGING	\$ 360	REGISTRATION	\$ 540	AIRFARE	\$ 500	OTHER		\$ 1,875.00	\$ -	\$ 1,875.00	PTE
MEALS	\$ 220																		
MILEAGE	\$ 165																		
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MEALS																			
MILEAGE																			
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REGISTRATION																			
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OTHER																			
JUNE 21 - 24	HOSA NATIONAL LEADERSHIP CONFERENCE	ORLANDO FLORIDA	<table border="1" style="font-size: small; width: 100%;"> <tr><td>MEALS</td><td>\$ 160</td></tr> <tr><td>MILEAGE</td><td>\$ 1,000</td></tr> <tr><td>LODGING</td><td>\$ 500</td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td>\$ 1,200</td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 160	MILEAGE	\$ 1,000	LODGING	\$ 500	REGISTRATION		AIRFARE	\$ 1,200	OTHER		\$ 2,860.00	\$ -	\$ 2,860.00	FUND RAISING PTE
MEALS	\$ 160																		
MILEAGE	\$ 1,000																		
LODGING	\$ 500																		
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OTHER																			
			<table border="1" style="font-size: small; width: 100%;"> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		\$ -	\$ -	\$ -	
MEALS																			
MILEAGE																			
LODGING																			
REGISTRATION																			
AIRFARE																			
OTHER																			
WHY TRAVEL IS REQUIRED OR RECOMMENDED? National ACTE conference and national competition				TOTAL:	TOTAL:	TOTAL:													
				\$ 4,735.00	\$ -	\$ 4,735.00													

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
National ACTE conference is for the educational purpose of learning more about career/technical education. Students may qualify to go to national HOSA competition and will need HOSA advisor to accompany them.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
During the district's January board meeting it would be my pleasure to present the exciting information that I gleaned from attending the ACTE conference. During the fall board meeting I would like to include the students that attended national conference to share their experience of the competition.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?
Evaluations from conference, assessments of material presented, and student experinces

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
 INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: 	<div style="border: 2px solid blue; padding: 5px; color: blue; font-weight: bold; font-size: 1.2em;">RECEIVED</div> <p style="color: blue; font-size: 1.2em;">9/27/2016 SEP 26 2016</p>	BOARD APPROVAL DATE: 9-27-16
SIGNATURE OF SUPERINTENDENT: 		Accounts Payable District Service Ctr.

TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #7

NAME	Ty Shippen	(CHECK ONE)	IN-RADIUS	XXX	OUT-RADIUS	???
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):						

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DOES THE TRAVEL SUPPORT THE DISTRICT'S PRIORITY GOAL(S)?
Y OR N

IS THIS YOUR ONLY OUT-OF-RADIUS TRAVEL FOR THE YEAR?
Y OR N

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE														
7/1/16-6/30/17	VARIOUS TRAVEL -GAMES, AD MEETINGS, STATE TOURNAMENTS	VARIOUS LOCATIONS IN THE STATE	<table style="font-size: x-small; border-collapse: collapse;"> <tr><td>MEALS</td><td>\$ 150</td></tr> <tr><td>MILEAGE</td><td>\$ 800</td></tr> <tr><td>LODGING</td><td>\$ 400</td></tr> <tr><td>REGISTRATION</td><td>\$ -</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td colspan="2">TOTAL</td></tr> </table>	MEALS	\$ 150	MILEAGE	\$ 800	LODGING	\$ 400	REGISTRATION	\$ -	AIRFARE	\$ -	OTHER	\$ -	TOTAL		\$ 1,350.00	\$ -	\$ 1,350.00	ADMIN TRAVEL, ACTIVITIES
MEALS	\$ 150																				
MILEAGE	\$ 800																				
LODGING	\$ 400																				
REGISTRATION	\$ -																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL																					
			<table style="font-size: x-small; border-collapse: collapse;"> <tr><td>MEALS</td><td>\$ -</td></tr> <tr><td>MILEAGE</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ -</td></tr> <tr><td>REGISTRATION</td><td>\$ -</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td colspan="2">TOTAL</td></tr> </table>	MEALS	\$ -	MILEAGE	\$ -	LODGING	\$ -	REGISTRATION	\$ -	AIRFARE	\$ -	OTHER	\$ -	TOTAL		\$ -	\$ -	\$ -	
MEALS	\$ -																				
MILEAGE	\$ -																				
LODGING	\$ -																				
REGISTRATION	\$ -																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL																					
4/2/17-4/4/17	IAAA ATHLETIC DIRECTORS CONFERENCE	BOISE RIVERSIDE HOTEL BOISE, ID	<table style="font-size: x-small; border-collapse: collapse;"> <tr><td>MEALS</td><td>\$ 85</td></tr> <tr><td>MILEAGE</td><td>\$ 149</td></tr> <tr><td>LODGING</td><td>\$ 250</td></tr> <tr><td>REGISTRATION</td><td>\$ 240</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td colspan="2">TOTAL</td></tr> </table>	MEALS	\$ 85	MILEAGE	\$ 149	LODGING	\$ 250	REGISTRATION	\$ 240	AIRFARE	\$ -	OTHER	\$ -	TOTAL		\$ 723.50	\$ -	\$ 723.50	ACTIVITIES BUDGET
MEALS	\$ 85																				
MILEAGE	\$ 149																				
LODGING	\$ 250																				
REGISTRATION	\$ 240																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL																					
8/1/17-8/3/17	IASA SUMMER LEADERSHIP CONFERENCE	GROVE HOTEL BOISE, ID	<table style="font-size: x-small; border-collapse: collapse;"> <tr><td>MEALS</td><td>\$ 90</td></tr> <tr><td>MILEAGE</td><td>\$ 149</td></tr> <tr><td>LODGING</td><td>\$ 233</td></tr> <tr><td>REGISTRATION</td><td>\$ 260</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ 20</td></tr> <tr><td colspan="2">TOTAL</td></tr> </table>	MEALS	\$ 90	MILEAGE	\$ 149	LODGING	\$ 233	REGISTRATION	\$ 260	AIRFARE	\$ -	OTHER	\$ 20	TOTAL		\$ 751.50	\$ -	\$ 751.50	DISTRICT-PD
MEALS	\$ 90																				
MILEAGE	\$ 149																				
LODGING	\$ 233																				
REGISTRATION	\$ 260																				
AIRFARE	\$ -																				
OTHER	\$ 20																				
TOTAL																					

WHY TRAVEL IS REQUIRED OR RECOMMENDED? Required to travel to athletic events. Learn and grow as a professional.	TOTAL:	TOTAL:	TOTAL:	
	\$ 2,825.00	\$ -	\$ 2,825.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
Take classes and seminars related to becoming a better activities director and administrator.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
Admin and staff meetings, collaboration meetings, board meetings.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?
The progress and success we make as a district in activities and culture.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF EMPLOYEE:

Ty Shippen

SIGNATURE OF SUPERVISOR:

Suzanne Miller

[Signature] 10-11-16

10/4/2016

RECEIVED

OCT 11 2016

Accounts Payable
District Service Ctr.

CTE=Vocational

RECEIVED
Oct # 8
SEP 20 2016

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED: Justin Tate 9/16/16
 NAME OF STAFF TRAVELING: Justin Tate

DISTRICT OFFICE

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD. A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
NOV 30TH-DEC 3 2016	ACTE NATIONAL CONFERENCE	LAS VEGAS, NV	MEALS MILEAGE \$ 350 LODGING REGISTRATION AIRFARE OTHER	\$ 349.53	\$ -	\$ 349.53	CTE STATE BUDGET
			MEALS MILEAGE \$ 625 LODGING REGISTRATION AIRFARE OTHER	\$ 625.00	\$ -	\$ 625.00	CTE STATE BUDGET
			MEALS MILEAGE \$ 220 LODGING REGISTRATION AIRFARE OTHER	\$ 220.00	\$ -	\$ 220.00	CTE STATE BUDGET
			MEALS MILEAGE LODGING REGISTRATION AIRFARE OTHER \$ 325	\$ 325.00	\$ -	\$ 325.00	CTE STATE BUDGET
WHY TRAVEL IS REQUIRED OR RECOMMENDED?				TOTAL:	TOTAL:	TOTAL:	

As part of professional development and in district growth attendance at this is required as part of development program on file with the state board of education

\$ 1,519.53 \$ - \$ 1,519.53

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?
 To gain knowledge and insight on leadership and program growth along with building partnerships with business and industry

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?
 Information will be presented at the department level as well as a report given to the board up return. A new development plan may be formed department wise from what is gained at this conference, information will also be shared at the building administrative level.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?
 Modifications of program growth models as well as program improvements and stronger business/community partnerships

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: *Suzanne Miller*

SIGNATURE OF SUPERINTENDENT: *[Signature]* 9-22-16

BOARD APPROVAL DATE:

STUDENT TRAVEL REQUEST FORM

Oct#9

advance board approval request*

Minidoka County Joint School District # 331

date Submitted:	8/19/2016	NAME OF GROUP TRAVELING:	Band, orchestra
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ADVISOR NAME: Barker, Andrew	* Note: Advance Board approval is necessary for 1) All student overnight trips 2) All student non-educational trips in radius 3) all student trips out of radius. Please use the appropriate request form.
------------------------------	--

(Submit Typed Forms only; do not print and handwrite):

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Description of Activity	Location of activity City & State	Itemized Expenses (include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total	total cost of expenses	Amount student will pay	Amount requested for district to pay	Specific Funding Source												
								Meals	Transportation	Lodging	Registration	Airfare	Other						
11/16-19/2016	IHSSA Idaho Music Educator's Association Service Conference and All-State Honor Groups	Nampa, ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Meals</td><td></td></tr> <tr><td>Transportation</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Registration</td><td style="text-align: right;">\$ 200</td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Meals		Transportation		Lodging		Registration	\$ 200	Airfare		Other		\$ 200.00	\$ -	\$ 200.00	band, athletics, student pocket, etc
Meals																			
Transportation																			
Lodging																			
Registration	\$ 200																		
Airfare																			
Other																			
2/15-19/2017	NAIME All-Northwest conference and Honor Groups (Pending student acceptance)	Bellevue, WA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Meals</td><td></td></tr> <tr><td>Transportation</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Registration</td><td></td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Meals		Transportation		Lodging		Registration		Airfare		Other		-tba-	\$ -	-tba-	? <i>delete Per Brett email</i>
Meals																			
Transportation																			
Lodging																			
Registration																			
Airfare																			
Other																			
5/4-7/2017	IHSSA Idaho Music Educator's Association State Solo Contest	Post Falls, ID	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Meals</td><td></td></tr> <tr><td>Transportation</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Registration</td><td style="text-align: right;">\$ 90</td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Meals		Transportation		Lodging		Registration	\$ 90	Airfare		Other		\$ 90.00	\$ -	\$ 90.00	band, athletics student pocket etc
Meals																			
Transportation																			
Lodging																			
Registration	\$ 90																		
Airfare																			
Other																			
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Meals</td><td></td></tr> <tr><td>Transportation</td><td></td></tr> <tr><td>Lodging</td><td></td></tr> <tr><td>Registration</td><td></td></tr> <tr><td>Airfare</td><td></td></tr> <tr><td>Other</td><td></td></tr> </table>	Meals		Transportation		Lodging		Registration		Airfare		Other		\$ -	\$ -	\$ -	
Meals																			
Transportation																			
Lodging																			
Registration																			
Airfare																			
Other																			

why travel is required or recommended?	Total:	Total:	Total:	
These events are equivalent to state championships for sports teams. They are the highest honors achievable by music students and furthermore allows them to extend their musical experiences by participating in groups of the highest caliber with nationally renowned conductors and clinicians.	\$ 290.00	\$ -	\$ 290.00	

What is your purpose for attending above activities?

These events are equivalent to state championships for sports teams. They are the highest honors achievable by music students and furthermore allows them to extend their musical experiences by participating in groups of the highest caliber with nationally renowned conductors and clinicians.

How will the information gained from this travel be shared with staff and the board? (Check One)

Written Report to Superintendent

Written Report to Board

good news report to board

Proposed date: _____

per policy #702.47 a complete travel proposal must be submitted

Travel proposal attached

Travel Proposal received by dsc staff

Travel Proposal submitted prior to travel

Proposed date: _____

A Travel Reimbursement Form must also be filled out to request Per diem. Incomplete travel requests will be returned for additional information.

Signature of Advisor: (Signature acknowledges compliance with policy 702.47)	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED SEP 14 2016 Accounts Payable District Service Ctr. </div>	Signature of principal:
Signature of superintendent:		Board Approval Date:

Meagan Andrus
9-22-16

[Signature]

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Oct #10

Minidoka County Joint School District # 331

date Submitted:	9/13/2016	NAME OF STAFF TRAVELING:	Brett Barker, Meagen Andrew
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(Submit Typed Forms only; do not print and handwrite):

Note: Out of Radius is travel over 300 miles and must be approved by the board; A separate form must be filled out for each type.

List trip(s) that are required by grant, or governmental rules and regulations, or considered imperative to the operations of the district. all requests are subject to approval. the deadline for all trip requests is the first Monday of each month (all out-of-RADIUS trip requests are reviewed at the september board meeting).

Date(s) of Travel	Name of conference, workshop, or activity	Location of conference, workshop, or activity City & State	Itemized Expenses (Include airfare, meals, mileage, registration, lodging, shuttle, car rental, etc.) & Total		total cost of expenses	Amount employee will pay	Amount requested for district to pay	Specific Funding Source
February 15-19	NAFME All-Northwest conference	Bellvue Wa	meals	\$ 100	\$ 1,100.00	\$ -	\$ 1,100.00	PD, band account, orchestra account, etc
			mileage					
			lodging					
			registration	\$ 500				
			airfare	\$ 500				
other								
May 5-6	Idaho State Solo Contest	Moscow, ID	meals	\$ 50	\$ 50.00	\$ -	\$ 50.00	PD, band account, orchestra account, ect
			mileage					
			lodging					
			registration					
			airfare					
other								
			meals		\$ -	\$ -	\$ -	
			mileage		\$ -	\$ -	\$ -	
			lodging		\$ -	\$ -	\$ -	
			registration		\$ -	\$ -	\$ -	
			airfare		\$ -	\$ -	\$ -	
			other		\$ -	\$ -	\$ -	

why travel is required or recommended?	Total:	Total:	Total:	
<p>These events are equivalent to state championships for sports teams. They are the highest honors achievable by music students and furthermore allows them to extend their musical experiences by participating in groups of the highest caliber with nationally renowned conductors and clinicians.</p> <p>What is your purpose for attending workshops, conferences or activities?</p> <p>These events are equivalent to state championships for sports teams. They are the highest honors achievable by music students and furthermore allows them to extend their musical experiences by participating in groups of the highest caliber with nationally renowned conductors and clinicians.</p>	\$ 1,150.00	\$ -	\$ 1,150.00	

How will the information gained from this travel be shared with staff and the board?
Good news report

How will the effectiveness of the training be assessed (Observations, Assessments, etc.)?
Observations and assessments

A Travel Reimbursement Form must also be filled out to request Per diem information.

RECEIVED

SEP 14 2016

Accounts Payable
District Service Ctr.

incomplete travel requests will be returned for additional information.

Signature of Supervisor/administrator: *[Signature]* 9/12/2016

Signature of superintendent: *[Signature]* 9-22-16

Board approval date:

STUDENT TRAVEL REQUEST FORM

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #11

DATE SUBMITTED:	9/1/16	NAME OF GROUP TRAVELING:	FFA & FLORAL DESIGN CLASS
ADVISOR NAME:	BRANDI MILLIRON		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY, DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE														
OCTOBER 8-9, 2016 (SAT & SUN)	FALL DESIGN SHOW (FLORAL DESIGN)	SALT LAKE CITY UT	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 70</td></tr> <tr><td>TRANSPORTATION</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ 45</td></tr> <tr><td>REGISTRATION</td><td>\$ 20</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td>TOTAL</td><td>\$ 135</td></tr> </table>	MEALS	\$ 70	TRANSPORTATION	\$ -	LODGING	\$ 45	REGISTRATION	\$ 20	AIRFARE	\$ -	OTHER	\$ -	TOTAL	\$ 135	\$ 135.00	\$ 135.00	\$ -	Approved Sept Board Meeting STUDENT PAYMENT
MEALS	\$ 70																				
TRANSPORTATION	\$ -																				
LODGING	\$ 45																				
REGISTRATION	\$ 20																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL	\$ 135																				
JAN 29-31, 2017	IDAHO FFA DAY ON THE HILL/212 AND 360 CONFERENCE	BOISE ID	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 90</td></tr> <tr><td>TRANSPORTATION</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ 80</td></tr> <tr><td>REGISTRATION</td><td>\$ 50</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td>TOTAL</td><td>\$ 220</td></tr> </table>	MEALS	\$ 90	TRANSPORTATION	\$ -	LODGING	\$ 80	REGISTRATION	\$ 50	AIRFARE	\$ -	OTHER	\$ -	TOTAL	\$ 220	\$ 220.00	\$ 220.00	\$ -	FFA STUDENT FUNDS / STUDENT PAYMENT
MEALS	\$ 90																				
TRANSPORTATION	\$ -																				
LODGING	\$ 80																				
REGISTRATION	\$ 50																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL	\$ 220																				
APRIL 5-8, 2017	IDAHO FFA STATE FLORICULTURE CDE, HORSE & LIVESTOCK CDES, LEADERSHIP CDES, & STATE LEADERSHIP CONFERENCE	TWIN FALLS, ID	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 185</td></tr> <tr><td>TRANSPORTATION</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ 100</td></tr> <tr><td>REGISTRATION</td><td>\$ 50</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td>TOTAL</td><td>\$ 335</td></tr> </table>	MEALS	\$ 185	TRANSPORTATION	\$ -	LODGING	\$ 100	REGISTRATION	\$ 50	AIRFARE	\$ -	OTHER	\$ -	TOTAL	\$ 335	\$ 335.00	\$ 335.00	\$ -	FFA STUDENT FUNDS / STUDENT PAYMENT
MEALS	\$ 185																				
TRANSPORTATION	\$ -																				
LODGING	\$ 100																				
REGISTRATION	\$ 50																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL	\$ 335																				
JUNE 5-9, 2017	STATE CAREER DEVELOPMENT EVENTS	UNIVERSITY OF IDAHO, MOSCOW, ID	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 265</td></tr> <tr><td>TRANSPORTATION</td><td>\$ -</td></tr> <tr><td>LODGING</td><td>\$ 150</td></tr> <tr><td>REGISTRATION</td><td>\$ 30</td></tr> <tr><td>AIRFARE</td><td>\$ -</td></tr> <tr><td>OTHER</td><td>\$ -</td></tr> <tr><td>TOTAL</td><td>\$ 445</td></tr> </table>	MEALS	\$ 265	TRANSPORTATION	\$ -	LODGING	\$ 150	REGISTRATION	\$ 30	AIRFARE	\$ -	OTHER	\$ -	TOTAL	\$ 445	\$ 445.00	\$ 445.00	\$ -	FFA STUDENT FUNDS / STUDENT PAYMENT
MEALS	\$ 265																				
TRANSPORTATION	\$ -																				
LODGING	\$ 150																				
REGISTRATION	\$ 30																				
AIRFARE	\$ -																				
OTHER	\$ -																				
TOTAL	\$ 445																				
				TOTAL:	\$ 1,135.00	\$ 1,135.00	\$ -														

WHY TRAVEL IS REQUIRED OR RECOMMENDED?
 FFA members compete in Career Development Events (CDEs) as part of the professional student organization requirements set up by the State Department of CTE. There are several CDEs and activities that are offered across the state that are not attended by Minico's FFA members in an effort to reduce travel. FFA members attend the Idaho FFA Day on the Hill to recognize the legislators that yearly support our programs and students. 212/360 Conference is sponsored by National FFA to offer intensive training to members wishing to gain premiere leadership skills. Exec. committee retreat consists of officers & chairmen which must meet annually to develop chapter's Program of

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
 The FFA is an integral part of the Agriculture Science and Technology programs. Public Law 105-255, passed by the 15th U.S. Congress revised the wording of FFA as intracurricular. Members will compete in Career Development Events (CDEs) to expand upon the skills they acquire in class and in the FFA organization and apply them to career interest areas. Floral Design Show is an opportunity for Floral Design & Marketing students to receive training from industry leaders, and provide networking for students of florists' willing to help them. Retreat will develop our POA, conduct team building activities, and brainstorm ideas for upcoming year. POAs must be submitted to the State RTE Dept Ag Director yearly.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:
 BRANDI MILLIRON 9-26-16	 SUZETTE MILLER 9/21/2016
 SUPERINTENDENT	BOARD APPROVAL DATE

RECEIVED

SEP 26 2016

Accounts Payable
District Service Ctr.

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #12

DATE SUBMITTED:	9/1/16	NAME OF STAFF TRAVELING:	Brandi Milliron
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY STATE CITY &	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
JUNE 5-9, 2017	STATE CAREER DEVELOPMENT EVENTS <i>4-20 FFA members</i>	UNIVERSITY OF IDAHO, MOSCOW, ID	MEALS	\$ 265	\$ 695.00	\$ -	\$ 695.00	CTE ACCOUNT
			MILEAGE					
			LODGING	\$ 400				
			REGISTRATION	\$ 30				
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
					TOTAL:	TOTAL:	TOTAL:	

<p style="background-color: yellow;">WHY TRAVEL IS REQUIRED OR RECOMMENDED?</p> Supervise FFA members attending State Career Development Events	\$ 695.00	\$ -	\$ 695.00	
---	-----------	------	-----------	--

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Supervise FFA members attending State Career Development Events

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Good news report to school board

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

Effectiveness of the training will be assessed by the individual and team placing in comparison to members' experience, practice attendance, and participation in event.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. INCOMPLETE TRAVEL

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:	9/9/2016	<div style="border: 2px solid blue; padding: 5px; color: blue; font-weight: bold; font-size: 1.5em;">RECEIVED</div> SEP 14 2016 Accounts Payable District Service Ctr.	BOARD APPROVAL DATE:
SIGNATURE OF SUPERINTENDENT:	9-22-16		

STUDENT TRAVEL REQUEST FORM

Oct #13

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/1/16	NAME OF GROUP TRAVELING:	FFA
ADVISOR NAME:	BRANDI MILLIRON		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE														
JULY 19-21, 2017 (TENTATIVE DATES)	EXECUTIVE COMMITTEE RETREAT	BEAR LAKE, UT	<table style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td style="text-align: right;">-</td></tr> <tr><td>TRANSPORTATION</td><td style="text-align: right;">-</td></tr> <tr><td>LODGING</td><td style="text-align: right;">800</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">-</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">-</td></tr> <tr><td>OTHER</td><td style="text-align: right;">900</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">1700</td></tr> </table>	MEALS	-	TRANSPORTATION	-	LODGING	800	REGISTRATION	-	AIRFARE	-	OTHER	900	TOTAL	1700	\$ 1,700.00		\$ 1,700.00	MINICO ACTIVITY
MEALS	-																				
TRANSPORTATION	-																				
LODGING	800																				
REGISTRATION	-																				
AIRFARE	-																				
OTHER	900																				
TOTAL	1700																				
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MEALS	-																				
TRANSPORTATION	-																				
LODGING	-																				
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MEALS	-																				
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MEALS	-																				
TRANSPORTATION	-																				
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REGISTRATION	-																				
AIRFARE	-																				
OTHER	-																				
TOTAL	-																				
				TOTAL:		TOTAL:															

WHY TRAVEL IS REQUIRED OR RECOMMENDED?

FFA members compete in career development events (CDEs) as part of the professional student organization requirements set up by the State Department of CTE. This event is held annually at the University of Idaho in Moscow.

	TOTAL:	TOTAL:	TOTAL:
	\$ 1,700.00	\$ -	\$ 1,700.00

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?

The State CDEs event allows student to further their success and compete at the state level which will qualify them for National FFA CDEs. (Please refer to the Student Travel Request Form for information on the purpose of FFA and CDEs to the Ag Program.)

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PROPOSED DATE: _____ MEETING FOLLOWING EVENT: _____

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: _____

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) 	SIGNATURE OF PRINCIPAL:
SIGNATURE OF SUPERINTENDENT: 	BOARD APPROVAL DATE: _____

RECEIVED

SEP 14 2016

Accounts Payable
District Service Ctr.

STUDENT TRAVEL REQUEST FORM Oct#14

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

RECEIVED

SEP 20 2016

DISTRICT OFFICE

DATE SUBMITTED:	9/15/2016	NAME OF GROUP TRAVELING:	HEALTH OCCUPATIONS
ADVISOR NAME:	ANGIE PULLIN		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	TRANSPORTATION				
APRIL 6 - 8, 2016	STATE HOSA COMPETITION	BOISE HOTEL AND CONVENTION CENTER	MEALS	\$ 1,000	\$ 1,000.00	\$ -	\$ 1,000.00	FUND RAISING
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED? For students who go to competition	TOTAL:	TOTAL:	TOTAL:	
	\$ 1,000.00	\$ -	\$ 1,000.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
HOSA advisor, class teacher

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PROPOSED DATE: _____

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED


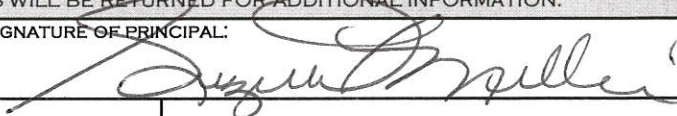

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: _____

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) 	SIGNATURE OF PRINCIPAL: 
SIGNATURE OF SUPERINTENDENT:  9-20-16	BOARD APPROVAL DATE: _____

STUDENT TRAVEL REQUEST FORM

Oct #15

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/1/2016	NAME OF GROUP TRAVELING:	SKILLS USA
ADVISOR NAME:	DONNA G. CAMERON		
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

*** NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.**

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE														
JUNE 19-23, 2017	SKILLSUSA NATIONAL LEADERSHIP CONFERENCE <i>only if students qualify</i>	LOUISVILLE, KY	<table border="1" style="font-size: x-small; width: 100%; border-collapse: collapse;"> <tr><td>MEALS</td><td style="text-align: right;">\$ 315</td></tr> <tr><td>TRANSPORTATION</td><td style="text-align: right;">\$ 400</td></tr> <tr><td>LODGING</td><td style="text-align: right;">\$ 125</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">\$ 1,000</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$ 1,840.00</td></tr> </table>	MEALS	\$ 315	TRANSPORTATION	\$ 400	LODGING	\$ 125	REGISTRATION	\$ 1,000	AIRFARE	\$ 0	OTHER	\$ 0	TOTAL	\$ 1,840.00	\$ 1,840.00	\$ -	\$ 1,840.00	FUND RAISING/STUDENT RESPONSIBLE
MEALS	\$ 315																				
TRANSPORTATION	\$ 400																				
LODGING	\$ 125																				
REGISTRATION	\$ 1,000																				
AIRFARE	\$ 0																				
OTHER	\$ 0																				
TOTAL	\$ 1,840.00																				
APRIL 6-7, 2016	SKILLSUSA STATE LEADERSHIP CONFERENCE <i>only if students qualify</i>	BOISE, ID	<table border="1" style="font-size: x-small; width: 100%; border-collapse: collapse;"> <tr><td>MEALS</td><td style="text-align: right;">\$ 100</td></tr> <tr><td>TRANSPORTATION</td><td style="text-align: right;">\$ 250</td></tr> <tr><td>LODGING</td><td style="text-align: right;">\$ 55</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$ 405.00</td></tr> </table>	MEALS	\$ 100	TRANSPORTATION	\$ 250	LODGING	\$ 55	REGISTRATION	\$ 0	AIRFARE	\$ 0	OTHER	\$ 0	TOTAL	\$ 405.00	\$ 405.00	\$ -	\$ 405.00	FUND RAISING/STUDENT RESPONSIBLE
MEALS	\$ 100																				
TRANSPORTATION	\$ 250																				
LODGING	\$ 55																				
REGISTRATION	\$ 0																				
AIRFARE	\$ 0																				
OTHER	\$ 0																				
TOTAL	\$ 405.00																				
			<table border="1" style="font-size: x-small; width: 100%; border-collapse: collapse;"> <tr><td>MEALS</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>TRANSPORTATION</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>LODGING</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$ 0</td></tr> <tr><td>TOTAL</td><td style="text-align: right;">\$ 0</td></tr> </table>	MEALS	\$ 0	TRANSPORTATION	\$ 0	LODGING	\$ 0	REGISTRATION	\$ 0	AIRFARE	\$ 0	OTHER	\$ 0	TOTAL	\$ 0	\$ -	\$ -	\$ -	
MEALS	\$ 0																				
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MEALS	\$ 0																				
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LODGING	\$ 0																				
REGISTRATION	\$ 0																				
AIRFARE	\$ 0																				
OTHER	\$ 0																				
TOTAL	\$ 0																				
WHY TRAVEL IS REQUIRED OR RECOMMENDED?				TOTAL:	TOTAL:	TOTAL:															
The State Division of Professional-Technical Educations expects students who win on the state level to attend the National Convention.				\$ 2,245.00	\$ -	\$ 2,245.00															

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Student skill level competition.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PROPOSED DATE: AUG 2017

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE:

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) <i>Donna G. Cameron</i>	<div style="font-size: 2em; font-weight: bold; color: blue; margin-bottom: 5px;">RECEIVED</div> <div style="font-size: 1.2em; font-weight: bold; color: blue; margin-bottom: 5px;">SEP 14 2016</div> <div style="font-size: 0.8em; color: blue;">Accounts Payable District Service Ctr.</div>
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 9-22-16	SIGNATURE OF PRINCIPAL: <i>Suzanne Miller</i> 9/9/2016
	BOARD APPROVAL DATE:

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Oct #16

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/15/2015	NAME OF STAFF TRAVELING:	Donna G. Cameron
-----------------	-----------	--------------------------	------------------

(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

NOTE: OUT OF RADIUS IS TRAVEL OVER 300 MILES AND MUST BE APPROVED BY THE BOARD; A SEPARATE FORM MUST BE FILLED OUT FOR EACH TYPE.

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DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE																																																
JUNE 19-23, 2016	SKILLSUSA NATIONAL LEADERSHIP CONFERENCE <i>only if Students @ equality</i>	LOUISVILLE, KY	<table border="1" style="font-size: small; border-collapse: collapse;"> <tr><td>MEALS</td><td style="text-align: right;">\$ 315</td></tr> <tr><td>MILEAGE</td><td style="text-align: right;">\$ 158</td></tr> <tr><td>LODGING</td><td style="text-align: right;">\$ 720</td></tr> <tr><td>REGISTRATION</td><td style="text-align: right;">\$ 150</td></tr> <tr><td>AIRFARE</td><td style="text-align: right;">\$ 1,000</td></tr> <tr><td>OTHER</td><td style="text-align: right;">\$ 450</td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> <tr><td>MEALS</td><td></td></tr> <tr><td>MILEAGE</td><td></td></tr> <tr><td>LODGING</td><td></td></tr> <tr><td>REGISTRATION</td><td></td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 315	MILEAGE	\$ 158	LODGING	\$ 720	REGISTRATION	\$ 150	AIRFARE	\$ 1,000	OTHER	\$ 450	MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		MEALS		MILEAGE		LODGING		REGISTRATION		AIRFARE		OTHER		\$ 2,793.00	\$ -	\$ 2,793.00	DIVISION PTE
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The State Department of Professional-Technical Education expects students who receive the gold medal at the state level to attend and compete at the national level.				\$ 2,793.00	\$ -	\$ 2,793.00																																																	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Student skill level competition

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Student could give a presentation of their trip to the faculty and board.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

How well the student performs at the national level and from the Instructor's observations.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM
INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ ADMINISTRATOR:	9/9/2016	RECEIVED	
		SEP 14 2016	
SIGNATURE OF SUPERINTENDENT:	9-22-16	Accounts Payable District Service Ctr.	BOARD APPROVAL DATE:

STUDENT TRAVEL REQUEST FORM

Oct #17

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/1/2016	NAME OF GROUP TRAVELING:	SKILLS USA
ADVISOR NAME:	SHANNON BROWN		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
JUNE 19-23, 2017	SKILLSUSA NATIONAL LEADERSHIP CONFERENCE <i>only if students qualify</i>	LOUISVILLE, KY	MEALS \$ 315	\$ 1,840.00	\$ -	\$ 1,840.00	FUND RAISING/STUDENT RESPONSIBLE
			TRANSPORTATION				
			LODGING \$ 400				
			REGISTRATION \$ 125				
			AIRFARE \$ 1,000				
APRIL 6-7, 2017	SKILLSUSA STATE LEADERSHIP CONFERENCE <i>only if students qualify</i>	BOISE, ID	MEALS \$ 100	\$ 405.00	\$ -	\$ 405.00	FUND RAISING/STUDENT RESPONSIBLE
			TRANSPORTATION				
			LODGING \$ 250				
			REGISTRATION \$ 55				
			AIRFARE				
OCTOBER 19, 2016	ATTEND CSI TECH PROGRAMS <i>45-50 students</i>	TWIN FALLS	MEALS \$ 106	\$ 106.00	\$ -	\$ 106.00	CSI
			TRANSPORTATION				
			LODGING				
			REGISTRATION				
			AIRFARE				
16-MAR-17	ATTEND ISU TECH EXPO <i>45-50 students</i>	POCATELLO	MEALS \$ 165	\$ 165.00	\$ -	\$ 165.00	ISU
			TRANSPORTATION				
			LODGING				
			REGISTRATION				
			AIRFARE				

WHY TRAVEL IS REQUIRED OR RECOMMENDED? The State Division of Professional-Technical Educations expects students who win on the state level to attend the National Convention.	TOTAL:	TOTAL:	TOTAL:	
	\$ 2,516.00	\$ -	\$ 2,516.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Student skill level competition.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PROPOSED DATE: April 2017

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: April 2017

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) SIGNATURE OF SUPERINTENDENT: 9-22-16	<div style="font-size: 2em; color: blue; font-weight: bold; margin-bottom: 10px;">RECEIVED</div> <div style="font-size: 1.2em; color: blue; font-weight: bold; margin-bottom: 10px;">SEP 14 2016</div> BOARD APPROVAL DATE	SIGNATURE OF PRINCIPAL: 9/9/16
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Accounts Payable
District Service Ctr.

OUT-RADIUS STAFF TRAVEL REQUEST FORM

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

Oct #18

DATE SUBMITTED:	9/7/2016	NAME OF STAFF TRAVELING:	Shannon Brown
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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JUNE 19-23, 2017	SKILLSUSA NATIONAL LEADERSHIP CONFERENCE <i>only if students qualify</i>	LOUISVILLE, KY	MEALS	\$ 315	\$ 2,793.00	\$ -	\$ 2,793.00	DIVISION PTE
			MILEAGE	\$ 158				
			LODGING	\$ 720				
			REGISTRATION	\$ 150				
			AIRFARE	\$ 1,000				
			OTHER	\$ 450				
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
			MEALS		\$ -	\$ -	\$ -	
			MILEAGE		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	
					TOTAL:	TOTAL:	TOTAL:	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?

The State Department of Professional-Technical Education expects students who receive the gold medal at the state level to attend and compete at the national level.

	\$ 2,793.00	\$ -	\$ 2,793.00
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WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Student skill level competition

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Student could give a presentation of their trip to the faculty and board.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

How well the student performs at the national level and from the instructor's observations.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR:	<div style="border: 1px solid black; padding: 5px; color: blue; font-weight: bold; font-size: 1.2em;">RECEIVED</div> <p style="color: blue; font-size: 0.8em;">9/9/2016</p> <p style="color: blue; font-size: 0.8em;">SEP 14 2016</p> <p style="color: blue; font-size: 0.8em;">Accounts Payable District Service Ctr.</p>	BOARD APPROVAL DATE:
<p style="color: blue; font-size: 0.8em;">9-22-16</p>		

STUDENT TRAVEL REQUEST FORM

Oct #19

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9-15-16	9	NAME OF GROUP TRAVELING:	Minico Business Club
ADVISOR NAME:				
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):				

* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.

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DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE												
MARCH 9-11, 2017	STATE BPA COMPETITION <i>Only if students qualify</i>	BOISE, IDAHO	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 60</td></tr> <tr><td>TRANSPORTATION</td><td>\$ 5</td></tr> <tr><td>LODGING</td><td>\$ 196</td></tr> <tr><td>REGISTRATION</td><td>\$ 45</td></tr> <tr><td>AIRFARE</td><td></td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 60	TRANSPORTATION	\$ 5	LODGING	\$ 196	REGISTRATION	\$ 45	AIRFARE		OTHER		\$ 306.00	\$ 306.00	\$ -	FUNDRAISERS & DONATIONS
MEALS	\$ 60																		
TRANSPORTATION	\$ 5																		
LODGING	\$ 196																		
REGISTRATION	\$ 45																		
AIRFARE																			
OTHER																			
MAY 10-15, 2017	NATIONAL BPA COMPETITION <i>Only if students qualify</i>	ORLANDO, FLORIDA	<table border="1" style="font-size: x-small; width: 100%;"> <tr><td>MEALS</td><td>\$ 100</td></tr> <tr><td>TRANSPORTATION</td><td>\$ 15</td></tr> <tr><td>LODGING</td><td>\$ 840</td></tr> <tr><td>REGISTRATION</td><td>\$ 110</td></tr> <tr><td>AIRFARE</td><td>\$ 480</td></tr> <tr><td>OTHER</td><td></td></tr> </table>	MEALS	\$ 100	TRANSPORTATION	\$ 15	LODGING	\$ 840	REGISTRATION	\$ 110	AIRFARE	\$ 480	OTHER		\$ 1,545.00	\$ 1,545.00	\$ -	FUNDRAISERS & DONATIONS
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MEALS																			
TRANSPORTATION																			
LODGING																			
REGISTRATION																			
AIRFARE																			
OTHER																			

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
The State Division of Professional Technical Education requires instructors who receive funds to have their students participate in regional, state & national competitions.	\$ 1,851.00	\$ 1,851.00	\$ -	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
The purpose for the BPA competitions is to allow students the opportunities to use the skills they have attained from their classroom instruction.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PROPOSED DATE: MAY-17

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: APR-17

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	<div style="border: 1px solid black; padding: 5px; color: blue; font-weight: bold;">RECEIVED</div> <div style="color: blue; font-weight: bold;">SEP 14 2016</div> <div style="color: blue; font-weight: bold;">Accounts Payable District Service Ctr.</div>	SIGNATURE OF PRINCIPAL:
 SIGNATURE OF SUPERINTENDENT: 	 SIGNATURE OF PRINCIPAL:	BOARD APPROVAL DATE

OUT-RADIUS STAFF TRAVEL REQUEST FORM

Oct #20

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/14/2016	NAME OF STAFF TRAVELING:	Cheryl Fagan, Tim Behunin, Robert Ryan (1 of 3 will go)
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(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):

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DATE(S) OF TRAVEL	NAME OF CONFERENCE, WORKSHOP, OR ACTIVITY	LOCATION OF CONFERENCE, WORKSHOP, OR ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT EMPLOYEE WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	OTHER				
MAY 10-15, 2017	NATIONAL BPA COMPETITION only if Students Qualify	ORLANDO, FLORIDA	MEALS	\$ 270	\$ 2,150.00	\$ -	\$ 2,150.00	VOCATIONAL BUSINESS TRAVEL
			MILEAGE	\$ 330				
			LODGING	\$ 840				
			REGISTRATION	\$ 110				
			AIRFARE	\$ 480				
			OTHER	\$ 120				
MEALS		\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -			

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
The State Division of Professional Technical Educations requires instructors who receive funds to participate in the annual summer conference. Regional, State, and National Competitions are required for the Business PTE Program.	\$ 2,150.00	\$ -	\$ 2,150.00	

WHAT IS YOUR PURPOSE FOR ATTENDING WORKSHOPS, CONFERENCES OR ACTIVITIES?

Attending PTE summer conference is for professional development.

The purpose for the BPA competitions is to allow students the opportunities to use the skills they have attained from their classroom instruction.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD?

Instructors will be able to share new techniques with other faculty members.

RECEIVED

SEP 14 2016

Accounts Payable
District Service Ctr.

HOW WILL THE EFFECTIVENESS OF THE TRAINING BE ASSESSED (OBSERVATIONS, ASSESSMENTS, ETC.)?

Supervisors will be able to observe the results of the professional development in the classroom.

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF SUPERVISOR/ADMINISTRATOR: 9/14/16	
SIGNATURE OF SUPERINTENDENT: 9-22-16	BOARD APPROVAL DATE:

Boys Basketball

STUDENT TRAVEL REQUEST FORM

Oct #21

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	13-SEP-16	NAME OF GROUP TRAVELING:	BOYS BASKETBALL TEAM
ADVISOR NAME:	TY SHIPPEN		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL	TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS TRANSPORTATION LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	DIST TRANS AND BOYS BBALL
MARCH 2-4, 2017	STATE BOYS BASKETBALL TOURNAMENT	BOISE, ID	MEALS \$ 500 TRANSPORTATION \$ 600 LODGING \$ 1,800 REGISTRATION AIRFARE OTHER	\$ 2,900.00	\$ -	\$ 2,900.00	DIST TRANS AND MINICO ACTIVITIES
			MEALS TRANSPORTATION LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	
			MEALS TRANSPORTATION LODGING REGISTRATION AIRFARE OTHER	\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED? We participate by qualifying in districts for the state tournament.	TOTAL:	TOTAL:	TOTAL:	
	\$ 2,900.00	\$ -	\$ 2,900.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Competing for our school and community gives our young student athletes a special the opportunity to develop skills, experience, and growth.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

RECEIVED

PROPOSED DATE: MAY-16

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

SEP 14 2016

Accounts Payable
DISTRICT BOARD

PROPOSED DATE: DEC 1, 2015, AND MAR 1,

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) <i>Ty Shippen</i>	SIGNATURE OF PRINCIPAL: <i>Dustin Miller 9/13/2016</i>
SIGNATURE OF SUPERINTENDENT: <i>[Signature] 9-22-16</i>	BOARD APPROVAL DATE

STUDENT TRAVEL REQUEST FORM

Oct #22

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP-16	NAME OF GROUP TRAVELING:	MINICO GIRLS BASKETBALL
ADVISOR NAME:	ANNA BATEMAN		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
DEC 12-23, 2016	TIMBERLINE TOURNAMENT	TIMBERLINE HIGH SCHOOL, BOISE	MEALS	\$ 900	\$ 5,100.00	\$ -	\$ 5,100.00	DISTRICT TRANS AND MINICO GIRLS BBALL
			TRANSPORTATION	\$ 1,100				
			LODGING	\$ 2,600				
			REGISTRATION	\$ 500				
			AIRFARE	\$ -				
FEB 16-18, 2017	STATE TOURNAMENT	MOUNTAIN VIEW HIGH SCHOOL, BOISE	MEALS	\$ 500	\$ 2,800.00	\$ -	\$ 2,800.00	DISTRICT ATHLETIC BUDGET
			TRANSPORTATION	\$ 1,100				
			LODGING	\$ 1,200				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To Allow our student athletes to compete at the state level and have their coaches with them.	\$ 7,900.00	\$ -	\$ 7,900.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
To Coach our athletes and prepare them for the competition. Participate in the Sate Tournaments.

RECEIVED

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

SEP 15 2016
 PROPOSED DATE
 Accounts Payable
 District Service Ctr.

March 2017

 Sept 2016

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:
 9/15/16	 9/15/16
SIGNATURE OF SUPERINTENDENT:	BOARD APPROVAL DATE
 9-22-16	

STUDENT TRAVEL REQUEST FORM

Oct #23

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP-17	NAME OF GROUP TRAVELING:	MINICO BASEBALL
ADVISOR NAME:	JARED PRICE		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	TRANSPORTATION				
MARCH 30-APRIL 1ST, 2017	BUCKS BAG TOURNAMENT	BOISE	MEALS \$ 800 TRANSPORTATION \$ 840 REGISTRATION \$ 250		\$ 1,990.00	\$ -	\$ 1,990.00	DISTRICT TRANS & MINCIO BASEBALL
MAY 11-13, 2017	STATE TOURNAMENT	BOISE	MEALS \$ 500 TRANSPORTATION \$ 800 LODGING \$ 840		\$ 2,240.00	\$ -	\$ 2,240.00	DISTRICT ATHLETIC BUDGET
			MEALS TRANSPORTATION LODGING REGISTRATION AIRFARE OTHER		\$ -	\$ -	\$ -	
			MEALS TRANSPORTATION LODGING REGISTRATION AIRFARE OTHER		\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:
To Get the Team more games and experience and we plan on making it to the state tournament	\$ 4,230.00	\$ -	\$ 4,230.00

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
for the development of the program and experience for the kids to play more games

RECEIVED

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

SEP 15 2016
Accounts Payable
District Business Office

May 2017

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: Sept 2016

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)
Ty Sklar 9/15/16

SIGNATURE OF PRINCIPAL:
Dyann Miller 9/15/16

SIGNATURE OF SUPERINTENDENT:
[Signature] 9-22-16

BOARD APPROVAL DATE

STUDENT TRAVEL REQUEST FORM

Oct #24

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP-16	NAME OF GROUP TRAVELING:	MINICO CROSS COUNTRY
ADVISOR NAME:	KYLE MEYERS		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
OCT 28-29, 2017	STATE CROSS COUNTRY MEET	PORTNEUF WELLNESS CENTER, POCATELLO, ID	MEALS	\$ 160	\$ 1,160.00	\$ -	\$ 1,160.00	DISTRICT ATHLETIC BUDGET
			TRANSPORTATION	\$ 700				
			LODGING	\$ 300				
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION		\$ -	\$ -	\$ -	
			LODGING		\$ -	\$ -	\$ -	
			REGISTRATION		\$ -	\$ -	\$ -	
			AIRFARE		\$ -	\$ -	\$ -	
			OTHER		\$ -	\$ -	\$ -	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To allow our student-athletes to compete at the state level and have their coaches with them	\$ 1,160.00	\$ -	\$ 1,160.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
to coach our athletes and prepare them for the competition. Participate in the State Tournaments

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

RECEIVED

SEP 15 2016
 PROPOSED DATE
 Accounts Payable
 District Service Ctr.

Dec 2016

PROPOSED DATE

Sept 2016

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) 9/15/16	SIGNATURE OF PRINCIPAL: 9/15/16
SIGNATURE OF SUPERINTENDENT: 9-22-16	BOARD APPROVAL DATE

Golf

STUDENT TRAVEL REQUEST FORM

Oct #25

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/9/2016	NAME OF GROUP TRAVELING:	MINICO GOLF TEAM
ADVISOR NAME:	BRENNER ANTONE		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
05/14/17-05/17/17	HIGH SCHOOL STATE GOLF TOURNAMENT	IDAHO FALLS, IDAHO	MEALS	\$ 200	\$ 990.00	\$ -	\$ 990.00	
			TRANSPORTATION	\$ 190				
			LODGING	\$ 600				
			REGISTRATION	\$ -				
			AIRFARE	\$ -				
			OTHER	\$ -				
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
					\$ 990.00	\$ -	\$ 990.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
To participate in the High School 4A State Golf Championship

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF

TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)
Brenner Antone

SIGNATURE OF PRINCIPAL:
Suzanne Miller 9/13/2016

SIGNATURE OF SUPERINTENDENT:
[Signature] 9-22-16

BOARD APPROVAL DATE

RECEIVED
 PROPOSED DATE
 SEP 14 2016
 Accounts Payable
 Proposed Date Ctr.

STUDENT TRAVEL REQUEST FORM

Oct #26

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP-16	NAME OF GROUP TRAVELING:	MINICO BOYS SOCCER
ADVISOR NAME:	ARMONDO TAPIA		
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.	

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
OCT 20-22, 2016	STATE SOCCER TOURNAMENT	IDAHO FALLS	MEALS	\$ 300	\$ 2,400.00	\$ -	\$ 2,400.00	DISTRICT ATHLETIC BUDGET
			TRANSPORTATION	\$ 1,000				
			LODGING	\$ 1,100				
			REGISTRATION					
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
OTHER								
			MEALS		\$ -	\$ -	\$ -	
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
OTHER								

WHY TRAVEL IS REQUIRED OR RECOMMENDED? to allow our student-athletes to represent our school and community in the state soccer tournament	TOTAL:	TOTAL:	TOTAL:	
	\$ 2,400.00	\$ -	\$ 2,400.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Opportunity for our student athletes to compete and grow themselves and the soccer program.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

RECEIVED

PROPOSED DATE: Dec 2016

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

Accounts Payable
District Service Ctr.
PROPOSED DATE: Sept 2016

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: <i>Ty Shin</i> 9/15/16	SIGNATURE OF PRINCIPAL: <i>Elizabeth Miller</i> 9/25/16
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 9-22-16	BOARD APPROVAL DATE

STUDENT TRAVEL REQUEST FORM

Oct #27

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP-16	NAME OF GROUP TRAVELING:	MINICO GIRLS SOCCER
ADVISOR NAME:	ERIN RAMIREZ		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
OCT 20-22, 2016	STATE SOCCER TOURNAMENT	IDAHO FALLS	MEALS	\$ 300	\$ 2,400.00	\$ -	\$ 2,400.00	DISTRICT ATHLETIC BUDGET
			TRANSPORTATION	\$ 1,000				
			LODGING	\$ 1,100				
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					

WHY TRAVEL IS REQUIRED OR RECOMMENDED?	TOTAL:	TOTAL:	TOTAL:	
To allow our student-athletes to represent our school and community in the state soccer tournament	\$ 2,400.00	\$ -	\$ 2,400.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Opportunity for our student-athletes to compete at the state level for themselves, our school, and program.

RECEIVED

SEP 15 2016
 Accounts Payable
 District Service Ctr.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

Dec 2016

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

Sept 16

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47) <i>Ty Shin</i> 9/15/16	SIGNATURE OF PRINCIPAL: <i>Suzanne Miller</i> 9/15/16
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i> 9-22-16	BOARD APPROVAL DATE

STUDENT TRAVEL REQUEST FORM

Oct #28

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	9/28/16	NAME OF GROUP TRAVELING:	TENNIS TEAM
ADVISOR NAME:	KAREN FERGUSON		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

LIST TRIP(S) THAT ARE REQUIRED BY GRANT, OR GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATIONS OF THE DISTRICT. ALL REQUESTS ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS IS THE FIRST MONDAY OF EACH MONTH (ALL OUT-OF-RADIUS TRIP REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING).

DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
APRIL 15-16, 2017	EAST IDAHO INVITATIONAL	IDAHO FALLS, ID	MEALS		\$ 1,400.00	-	\$ 1,400.00	TENNIS TEAM, ATHLETICS
			TRANSPORTATION	\$ 700				
			LODGING	\$ 600				
			REGISTRATION	\$ 100				
			AIRFARE					
			OTHER					
MAY 19-21, 2017	STATE TENNIS	BOISE, ID	MEALS	\$ 150	\$ 525.00	-	\$ 525.00	TENNIS TEAM, ATHLETICS
			TRANSPORTATION	\$ 175				
			LODGING	\$ 200				
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
			MEALS					
			TRANSPORTATION					
			LODGING					
			REGISTRATION					
			AIRFARE					
			OTHER					
					TOTAL:		TOTAL:	

WHY TRAVEL IS REQUIRED OR RECOMMENDED?				
To participate in tennis matches.			\$ 1,925.00	\$ - \$ 1,925.00

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
To participate and increase skills. To send those that qualify for State.

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT
 WRITTEN REPORT TO BOARD
 GOOD NEWS REPORT TO BOARD

PROPOSED DATE: 1-JUN-17

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED
 TRAVEL PROPOSAL RECEIVED BY DSC STAFF
 TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL

PROPOSED DATE: 28-SEP-16

A TRAVEL REIMBURSEMENT FORM MUST ALSO BE FILLED OUT TO REQUEST PERDIEM. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)	SIGNATURE OF PRINCIPAL:
SIGNATURE OF SUPERINTENDENT:	BOARD APPROVAL DATE:
10-4-16	

RECEIVED

SEP 30 2016

Accounts Payable
District Service Ctr.

STUDENT TRAVEL REQUEST FORM

Oct # 29

ADVANCE BOARD APPROVAL REQUEST*

MINIDOKA COUNTY JOINT SCHOOL DISTRICT # 331

DATE SUBMITTED:	15-SEP	NAME OF GROUP TRAVELING:	MINICO WRESTLING
ADVISOR NAME:	BRAD COOPER		* NOTE: ADVANCE BOARD APPROVAL IS NECESSARY FOR 1) ALL STUDENT OVERNIGHT TRIPS 2) ALL STUDENT NON-EDUCATIONAL TRIPS IN RADIUS 3) ALL STUDENT TRIPS OUT OF RADIUS. PLEASE USE THE APPROPRIATE REQUEST FORM.
(SUBMIT TYPED FORMS ONLY; DO NOT PRINT AND HANDWRITE):			

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DATE(S) OF TRAVEL	DESCRIPTION OF ACTIVITY	LOCATION OF ACTIVITY CITY & STATE	ITEMIZED EXPENSES (INCLUDE AIRFARE, MEALS, MILEAGE, REGISTRATION, LODGING, SHUTTLE, CAR RENTAL, ETC.) & TOTAL		TOTAL COST OF EXPENSES	AMOUNT STUDENT WILL PAY	AMOUNT REQUESTED FOR DISTRICT TO PAY	SPECIFIC FUNDING SOURCE
			MEALS	OTHER				
DEC 4-5, 2016	BUCKS BAGS TOURNAMENT	BOISE	TRANSPORTATION \$ 800 LODGING \$ 390 REGISTRATION \$ 200 AIRFARE OTHER		\$ 1,390.00	\$ -	\$ 1,390.00	WRESTLING & DISTRICT TRANS
JAN 8-9, 2017	BUHL INVITE TOURNAMENT	BUHL	TRANSPORTATION \$ 300 LODGING \$ 325 REGISTRATION \$ 200 AIRFARE OTHER		\$ 825.00	\$ -	\$ 825.00	WRESTLING & DISTRICT TRANS
JAN 15-16, 2017	SPRINGCREEK INVITE TOURNAMENT	SPRINGCREEK, NV	TRANSPORTATION \$ 1,100 LODGING \$ 650 REGISTRATION \$ 300 AIRFARE OTHER		\$ 2,050.00	\$ -	\$ 2,050.00	WRESTLING & DISTRICT TRANS
FEB 26-28, 2017	STATE WRESTLING	POCATELLO	MEALS \$ 300 TRANSPORTATION \$ 460 LODGING \$ 650 REGISTRATION AIRFARE OTHER		\$ 1,410.00	\$ -	\$ 1,410.00	DISTRICT ATHLETIC BUDGET
WHY TRAVEL IS REQUIRED OR RECOMMENDED?					TOTAL:	TOTAL:	TOTAL:	
Wrestling Competitions					\$ 5,675.00	\$ -	\$ 5,675.00	

WHAT IS YOUR PURPOSE FOR ATTENDING ABOVE ACTIVITIES?
Helping kids get better by wrestling a variety of different kids at different levels

HOW WILL THE INFORMATION GAINED FROM THIS TRAVEL BE SHARED WITH STAFF AND THE BOARD? (CHECK ONE)

WRITTEN REPORT TO SUPERINTENDENT

WRITTEN REPORT TO BOARD

GOOD NEWS REPORT TO BOARD

PER POLICY #702.47 A COMPLETE TRAVEL PROPOSAL MUST BE SUBMITTED

TRAVEL PROPOSAL ATTACHED

TRAVEL PROPOSAL RECEIVED BY DSC STAFF


TRAVEL PROPOSAL SUBMITTED PRIOR TO TRAVEL


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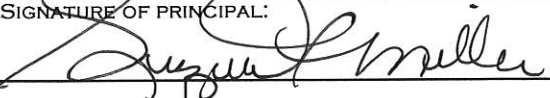
RECEIVED

SEP 15 2016
 PROPOSED DATE March 2017

Accounts Payable
 District Service Ctr.
 PROPOSED DATE SEP 2016

SIGNATURE OF ADVISOR: (SIGNATURE ACKNOWLEDGES COMPLIANCE WITH POLICY 702.47)

 9/15/16

SIGNATURE OF SUPERINTENDENT:

 9-22-16

SIGNATURE OF PRINCIPAL:

 9/15/16

BOARD APPROVAL DATE