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TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331 TITLE OF CONFERENCE DESTINATION CHECK ONE **OUT OF** NCCEP GEAR UP WORKSHOP **ORLANDO FLORIDA** IN RADIUS RADIUS X PURPOSE OF CONFERENCE REPORT TO: (CIRCLE ONE) STUDENT TRAVEL OVERNIGHT Y/N BOARD STAFF TEAM PROFESSIONAL DEVELOPMENT- GEAR UP REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO # STUDENTS # CHAPERONES APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. FUNDING SOURCE (MARK ONE) **OUT OF RADIUS AND STUDENT REQUESTS ARE** REVIEWED AT THE SEPTEMBER BOARD MEETING. DISTRICT PD SPECIAL ED ACTIVITIES FEDERAL SAFETY VOCATION MEALS MILEAGE Y/N BREAKFAST \$10 LUNCH DINNER DATE(S) OF DAILY DESTINATION CITY MILES TOTAL DISTRICT NAMES OF ATTENDEES PARKING | RENTAL CAR \$15 IN-STATE \$20 TRAVEL TOTAL OR AIRPORT \$1.00 PER CAR SUB TOTAL STAFF REGISTRATION AIRFARE BAGGAGE SHUTTLE TAX OUT-STATE \$30 LODGING MILE AVAILABLE REIMB 23-Feb-20 15 \$ 45 24-Feb-201 S 10 INCLUDED \$ 40 AMY CHIESA 25-Feb-20 SLC 10 INCLUDED \$ 350 \$ 157.50 40 NO \$ 60 150 \$ -\$ 1,095 \$ 700 \$ 1,460 \$ 322.50 26-Feb-20 10 INCLUDED \$ 40 27-Feb-20| \$ 10 5 25 25.00 5 23-Feb-20 45 24-Feb-20| \$ 10 INCLUDED S 40 JASMYN ROGGE 25-Feb-20 S 10 INCLUDED | \$ 30 40 \$ 60 \$ -\$ 1,095 \$ 700 10 INCLUDED S 26-Feb-20| \$ \$ 165.00 30 40 27-Feb-20| \$ 25 25.00 \$ \$ OFFICE USE ONLY ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION. PERDIEM REIMBURSED AHEAD FOR OUT OF RADIUS TRAVEL. RECIEPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED. BUDGET CODE: 100.621.0380 PROGRAM DIRECTOR INITIAL: TOTAL COST OF REQUEST 5,857.50 SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR 1/7/2020 Docusioned by: 1 13BE43539F924CD... SIGNATURE OF SUPERINTENDENT: 1/8/2020 BOARD APPROVAL DATE -BDA355988D4640C...

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE						DESTINATION						CHECK ONE					
and the second s						D.S. MATHON						CHECK ONE					
Latinos in Action Leadership Conference 2020						Salt Lake City, UT						IN-RADIUS XX		OUT-RADIUS			
PURPOSE OF CONFERENCE						REPORT TO: (CIRCLE ONE)						STUDENT TRAVEL OVER				 	
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Professional Development						BOARD STAFF TEAM								l			
REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR C						Chicago in the control of the contro						#STUDENTS		# CHAPERONES			
APPROVAL THE DEADLIN	CONSIDERED							FUNDING SOURCE DISTRICT PD SPECIAL ED			E (MARK ONE)						
REQUESTS ARE REVIEWED		OUT OF RADIUS AND STUDENT							SPECIALED		ACTIVITIES						
						MILEAGE Y/N					FEDERAL	Migrant	SAFETY		VOCATION		
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE											
		BREAKFAST	LUNCH		DAILY		MILES	TOTAL	DISTRICT	PARKING	RENTAL CAR	SUB	REGISTRATION	AIRCARG		TOTAL	
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SUDGET CODE: Federal Migrant						PROGRAM DIRECTOR INITIAL:			SL SL			TOTAL GOOT OF THE LINE					
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SIGNATURE OF SUPERINT	ENDENIZ: Boom	Signed by	MAKAN	11/1/Mag		1/17/2020			Michele Widmier			1/17/2020					
NUMATURE OF SUPERINT	- South	2F3	043C936AA43	3A		4.424.4											
1/20/2020 BOARD APPROVAL												AL DATE		I			
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