

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p>TITLE OF CONFERENCE NCCEP GEAR UP WORKSHOP PURPOSE OF CONFERENCE PROFESSIONAL DEVELOPMENT- GEAR UP</p>	<p>DESTINATION ORLANDO FLORIDA REPORT TO: (CIRCLE ONE) BOARD STAFF TEAM</p>	<p>CHECK ONE</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">IN RADIUS</td> <td style="width:50%;">OUT OF RADIUS X</td> </tr> <tr> <td colspan="2" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td># CHAPERONES</td> </tr> </table>	IN RADIUS	OUT OF RADIUS X	STUDENT TRAVEL OVERNIGHT Y/N		# STUDENTS	# CHAPERONES
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STUDENT TRAVEL OVERNIGHT Y/N								
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REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.

FUNDING SOURCE (MARK ONE)			
DISTRICT PD	SPECIAL ED	ACTIVITIES	
FEDERAL	SAFETY	VOCATION	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	FUNDING SOURCE (MARK ONE)				TOTAL STAFF REIMB	
		BREAKFAST \$10	LUNCH \$15	DINNER IN-STATE \$20 OUT-STATE \$30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL \$1.00 PER MILE				DISTRICT CAR AVAILABLE	SUB	REGISTRATION	AIRFARE		LODGING
AMY CHIESA	23-Feb-20		\$ 15	\$ 30	\$ 45	SLC	350	\$ 157.50	NO	\$ 60	\$ 150	\$ -	\$ 1,095	\$ 700	\$ 1,460	\$ 322.50	
	24-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40												
	25-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40												
	26-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40												
	27-Feb-20	\$ 10	\$ 15		\$ 25												
				\$ -			\$ -									\$ 25.00	
JASMYN ROGGE	23-Feb-20		\$ 15	\$ 30	\$ 45												
	24-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40												
	25-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40					\$ 60		\$ -	\$ 1,095	\$ 700			\$ 165.00
	26-Feb-20	\$ 10	INCLUDED	\$ 30	\$ 40												
	27-Feb-20	\$ 10	\$ 15		\$ 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. RECEIPTS REQUIRED FOR NON PERDIEM EXPENSES INCURRED.

BUDGET CODE: 100.621.0380 PROGRAM DIRECTOR INITIAL: [Signature] SS TOTAL COST OF REQUEST \$ **5,857.50**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Amy Chiesa 1/7/2020

SIGNATURE OF SUPERINTENDENT: [Signature] 1/8/2020 BOARD APPROVAL DATE

DocuSigned by: Amy Chiesa 13BE43539F924CD... BDA35988D4640C...

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

<p style="text-align: center;">TITLE OF CONFERENCE</p> <p style="text-align: center;">Latinos in Action Leadership Conference 2020</p> <p style="text-align: center;">PURPOSE OF CONFERENCE</p> <p style="text-align: center;">Professional Development</p>	<p style="text-align: center;">DESTINATION</p> <p style="text-align: center;">Salt Lake City, UT</p> <p style="text-align: center;">REPORT TO: (CIRCLE ONE)</p> <p style="text-align: center;">BOARD STAFF TEAM</p>	<p style="text-align: center;">CHECK ONE</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">IN-RADIUS</td> <td style="width: 25%; text-align: center;">XX</td> <td style="width: 25%;">OUT-RADIUS</td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="4" style="text-align: center;">STUDENT TRAVEL OVERNIGHT Y/N</td> </tr> <tr> <td># STUDENTS</td> <td></td> <td># CHAPERONES</td> <td></td> </tr> </table>	IN-RADIUS	XX	OUT-RADIUS		STUDENT TRAVEL OVERNIGHT Y/N				# STUDENTS		# CHAPERONES	
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FUNDING SOURCE (MARK ONE)			
DISTRICT PD		SPECIAL ED	
FEDERAL	Migrant	SAFETY	ACTIVITIES VOCATION

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				DAILY TOTAL	MILEAGE			Y/N	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB					
		BREAKFAST \$10	LUNCH \$15	DINNER STATE \$20 OUT-STATE \$30	IN		DESTINATION CITY OR AIRPORT	MILES	TOTAL .45 PER MILE									DISTRICT CAR AVAILABLE				
Veronica Granillo				\$ 500	\$ -	SIC Troy Bird driving	316 @1.00 mi	\$ 316	school bus								\$ 816					
Jamie Garza			\$ -	\$ -																		
Sylvia Hendrix			\$ -	\$ -																		
			\$ -	\$ -																		
23 Students:					\$ -																	
Alvarez, Natalie					\$ -			\$ -									\$ -					
Canelo, Nicolas					\$ -																	
Espinosa, Luis					\$ -																	
Guillen, Sarahi					\$ -																	
Jaquez, Juan Luis					\$ -			\$ -									\$ -					
Jaquez, Maritza					\$ -																	
Jaquez, Emily					\$ -																	
Lopez, Ninel					\$ -																	
Magana, Aneth					\$ -			\$ -									\$ -					
Morales, Erick					\$ -																	
Paz O, Oscar					\$ -																	
Ramirez, Andrea					\$ -																	
Rios, Dulce					\$ -			\$ -														
Rodriguez, Dapne					\$ -												\$ -					
Rodriguez, Janet					\$ -																	
Rodriguez, Rodrigo	Tellez, Diego				\$ -																	
Ruiz, Manases	Arteaga, Jose				\$ -																	
Torres, Diego	Mendoza, Juan Lopez				\$ -			\$ -									\$ -					
Vega, Luis A	Martinez, Patricio				\$ -																	

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OUT OF RADIUS TRAVEL. RECEIPTS REQUIRED FOR NON-PERDIEM EXPENSES INCURRED.

PERDIEM REIMBURSED AHEAD FOR

BUDGET CODE: _____	Federal Migrant	PROGRAM DIRECTOR INITIAL: _____	SL	TOTAL COST OF REQUEST	\$ 816
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Kim Darby M Kidd</i>		1/17/2020		SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: <i>Michele Widmier</i>	
SIGNATURE OF SUPERINTENDENT: <i>[Signature]</i>		1/20/2020		SIGNATURE OF SUPERVISOR/ADMINISTRATOR: <i>[Signature]</i>	
2F3043C936AA43A...		68A5066430B044B...		BOARD APPROVAL DATE	