TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
NCCEP/GEAR UP	**Washington DC**	IN-RADIUS		OUT-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
	BOARD STAFF TEAM	# STUDENTS		# CHAPERONES	

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

FUNDING SOURCE (MARK ONE)

Gear Up

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST $10	LUNCH $15	DINNER IN-STATE $20 OUT-STATE $30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE							
Braylyn Mercado	19-Jul-26			$ 30.00	$ 30.00										
	20-Jul-26		$ 15	$ 30.00	$ 45.00										
	21-Jul-26		$ 15	$ 30.00	$ 45.00										
	22-Jul-26		$ 15	$ 30.00	$ 45.00										
					$ - .00	Boise	330	$ 239.25	$ 100	$ 100		$ 1,475	$ 1,200	$ 650.00	$ 604.25
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					$ 165.00			$ 239.25	$ 100	$ 100	$ -	$ 1,475	$ 1,200	$ 650.00	

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE:

PROGRAM DIRECTOR INITIAL: 4/8/26

TOTAL COST OF REQUEST **$3,829.25**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

BOARD APPROVAL DATE

SIGNATURE OF SUPERINTENDENT:

TRAVEL REQUEST FORM (POLICY 546.00F)

MINIDOKA COUNTY JOINT SCHOOL DISTRICT #331

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
IDEA Invitational	Virginia Beach, Virginia	IN RADIUS		OUT OF RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
Migrant Recruitment	BOARD STAFF TEAM	# STUDENTS		# CHAPERONES	

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

FUNDING SOURCE (MARK ONE)

DISTRICT PD		SPECIAL ED		ACTIVITIES	
FEDERAL	X	SAFETY		SCHOOL IMPROVEMENT	

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS: BREAKFAST $10	LUNCH $15	DINNER IN-STATE $20 OUT-STATE $30	DAILY TOTAL	MILEAGE: DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE	Y/N: DISTRICT CAR AVAILABLE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
Veronica Granillo	8-Sep-26	$ 10	$ 15	$ 30	$ 55	Boise	326	$236.35		$ 130	$ 100		$ 400	$ 450	$ 900	$ 416.35
	9-Sep-26	$ 10	$ -	$ 30	$ 40											
	10-Sep-26	$ 10	$ -	$ 30	$ 40											
	11-Sep-26	$ 10	$ 15	$ 20	$ 45											
		$ -	$ -	$ -	$ -											
		$ -	$ -	$ -	$ -											
Brittany Luviano	8-Sep-26	$ 10	$ 15	$ 30	$ 55		0	$ -		$ 90	$ -		$ 400	$ 450	$ 900	$ 180.00
	9-Sep-26	$ 10	$ -	$ 30	$ 40											
	10-Sep-26	$ 10	$ -	$ 30	$ 40											
	11-Sep-26	$ 10	$ 15	$ 20	$ 45											
		$ -	$ -	$ -	$ -											
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					$ 360			$ 236		$ 220	$ 100	$ -	$ 800	$ 900	$ 1,800	

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: PROGRAM DIRECTOR INITIAL: TOTAL COST OF REQUEST $ 4,416.35

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Ellen Austin 6/8/26

SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
Powerschool Univeristy	**Chicago, IL**	IN-RADIUS		OUT-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
	BOARD STAFF TEAM	# STUDENTS		# CHAPERONES	

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

FUNDING SOURCE (MARK ONE)

District PD

		MEALS				MILEAGE										
NAMES OF ATTENDEES	DATE(S) OF TRAVEL	BREAKFAST $10	LUNCH $15	DINNER IN-STATE $20 OUT-STATE $30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE	PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
	26-Jul-26		$ 15	$ 30.00	$ 45.00										
	27-Jul-26			$ 30.00	$ 30.00										
	28-Jul-26			$ 30.00	$ 30.00										
	29-Jul-26			$ 30.00	$ 30.00										
	30-Jul-26			$ 30.00	$ 30.00										
Nancy Robles	31-Jul-26		$ 15	$ 30.00	$ 45.00			$ - .00	$ 100	$ 100		$ 2,700	$ 500	$ 1,400.00	$ 410.00
	26-Jul-26			$ 30.00	$ 30.00										
	27-Jul-26			$ 30.00	$ 30.00										
	28-Jul-26			$ 30.00	$ 30.00										
	29-Jul-26			$ 30.00	$ 30.00										
	30-Jul-26			$ 30.00	$ 30.00										
Bryan Hernandez	31-Jul-26			$ 30.00	$ 30.00	Boise	330	$ 239.25	$ 100	$ 100		$ 2,700	$ 500	$ 1,400.00	$ 619.25
					$ - .00										
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					$ 390.00			$ 239.25	$ 200	$ 200	$ -	$ 5,400	$ 1,000	$ 2,800.00	

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE: PROGRAM DIRECTOR INITIAL: TOTAL COST OF REQUEST **$ 10,229.25**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Ellen Austin

SIGNATURE OF SUPERINTENDENT: BOARD APPROVAL DATE

TITLE OF CONFERENCE	DESTINATION	CHECK ONE			
Powerschool Univerity	**Las Vegas, NV**	IN-RADIUS		OUT-RADIUS	X
PURPOSE OF CONFERENCE	REPORT TO: (CIRCLE ONE)	STUDENT TRAVEL OVERNIGHT Y/N			
	BOARD STAFF TEAM	# STUDENTS		# CHAPERONES	
REQUESTS THAT ARE REQUIRED BY GRANT, GOVERNMENTAL RULES AND REGULATIONS, OR CONSIDERED IMPERATIVE TO THE OPERATION OF THE DISTRICT ARE SUBJECT TO APPROVAL. THE DEADLINE FOR ALL TRIP REQUESTS ARE THE FIRST MONDAY EACH MONTH. OUT OF RADIUS AND STUDENT REQUESTS ARE REVIEWED AT THE SEPTEMBER BOARD MEETING.		FUNDING SOURCE (MARK ONE)			
		Minico PD			

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST $10	LUNCH $15	DINNER IN-STATE $20 OUT-STATE $30	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE							
	12-Jul-26			$ 30.00	$ 30.00										
	13-Jul-26			$ 30.00	$ 30.00										
	14-Jul-26			$ 30.00	$ 30.00										
	15-Jul-26			$ 30.00	$ 30.00										
Meggan Fenstermaker					$ - .00	Twin Falls	90	$ 65.25	$ 100	$ 100		$ 699	$ 550	$ 200.00	$ 385.25
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					$ 120.00			$ 65.25	$ 100	$ 100	$ -	$ 699	$ 550	$ 200.00	

ALL FORMS MUST BE TYPED. INCOMPLETE TRAVEL REQUESTS WILL BE RETURNED FOR ADDITIONAL INFORMATION.

BUDGET CODE:	PROGRAM DIRECTOR INITIAL:	TOTAL COST OF REQUEST	$1,834.25
SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR: Ellen Austin			
SIGNATURE OF SUPERINTENDENT:		BOARD APPROVAL DATE	