TITLE OF CONFERENCE

Community Schools Fundamentals Conference

PURPOSE OF CONFERENCE

DESTINATION

New York City, NY

REPORT TO: (CIRCLE ONE)

BOARD STAFF TEAM

CHECK ONE			
IN-RADIUS		OUT-RADIUS	xx
STUDENT TRAVEL OVERNIGHT Y/N			
# STUDENTS		# CHAPERONES	

FUNDING SOURCE (MARK ONE)

Heyburn Community Schools- PD

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.

NAMES OF ATTENDEES	DATE(S) OF TRAVEL	MEALS				MILEAGE			PARKING BAGGAGE	RENTAL CAR SHUTTLE TAXI	SUB	REGISTRATION	AIRFARE	LODGING	TOTAL STAFF REIMB
		BREAKFAST $16	LUNCH $19	DINNER IN-STATE $28 OUT-STATE $31	DAILY TOTAL	DESTINATION CITY OR AIRPORT	MILES	TOTAL .725 PER MILE							
	18-Oct-26		$ 19	$ 31.00	$ 50.00										
	19-Oct-26			$ 31.00	$ 31.00										
	20-Oct-26			$ 31.00	$ 31.00										
	21-Oct-26		$ 19	$ 31.00	$ 50.00										
Lacey Rich	22-Oct-26		$ 19	$ 31.00	$ 50.00	Boise	330	$ 239.25	$ 100	$ 100		$ 750	$ 900	$ 1,600.00	$ 651.25
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		$ 212.00						$ 239.25	$ 100	$ 100	$ -	$ 750	$ 900	$ 1,600.00	

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

BUDGET CODE:

PROGRAM DIRECTOR INITIAL:

TOTAL COST OF REQUEST **$3,901.25**

SIGNATURE(S) OF SUPERVISOR/ADMINISTRATOR:

SIGNATURE OF SUPERINTENDENT:

BOARD APPROVAL DATE