

Parkrose School District 3

Code: DLC-AR Annex 2 &/or IICA-AR
 Adopted: 5/29/01
 Revised: 12.8.23

Request for Extended Travel and/or Field Trips and Special Events

*Expenses for travel will be reimbursed when the travel has the advance authorization of the travelers Supervisor. **Out-of-state travel or travel beyond 200 miles** will, additionally, require prior Board approval, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel," DLC-AR-Annex 2, will be completed prior to travel and authorized at the appropriate level. (DLC 05/06)*

Field trips and other curricular/co-curricular activities involving travel (out-of-state travel or travel beyond 200 miles) may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals. (IICA 3.13.23)

In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. (IICA 3.13.23)

Staff/Student Name(s), school & grade levels or total # of staff by school or department:	Jennifer Handsaker		
Destination (city/state): Phoenix, AZ	Dates of travel:	July 14-18, 2024	
Purpose (conference name/student activity): I have not attended an APSI. I am getting ready to teach AP Biology at our school.			
Additional details (include support documents or conference web address):			

ESTIMATED EXPENSES:	DESCRIPTION (list a description, indicate # of people, # of dates and multiply for a total cost)	COST
TRAVEL (plane, train or automobile)	Airline	\$ 333.00
LODGING (hotel name, fees & number nights)	HolidayInn Express Phoenix North-Scottsdale Price is with tax	\$670.92
PER DIEM (detail # of breakfasts, lunches & dinners)	Hotel offers Breakfast	\$280.00

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	July 14-Lunch, Dinner \$56.00 July 15-Lunch,Dinner \$56.00 July 16-Lunch, Dinner \$56.00 July 17-Lunch,Dinner \$56.00 July 18-Lunch,Dinner \$56.00	
REGISTRATION FEES	Registration	\$875.00
OTHER (bus, uber, sub costs, etc.)	SuperShuttle - Round Trip	\$186.48
Name of authorized person completing this form:		TOTAL \$2,345.40

Budget Codes list all that apply, include budget code #, name of budget source and total amounts per code #

252.1131.0641.931.270.850


Signature: 
 Director of Business Services & Operations/CFO Sharie Lewis

Date: 6/18/24

- All volunteer/chaperones must be authorized by the district in accordance with the Board's Volunteer Policy IICC & district protocols.
- Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file in the school office for a period of one year. (IICA 3.13.23)

Signature:
 Principal/Supervisor See next page

Date:

Signature: 
 Superintendent or Designee

Date: 6/17/24

Board Approved
 Board Denied
 Board Chair Signature:

Date:



Certified Workshop Request Form

Name: Jennifer Handman Building: PHS Position: Science
 PEID #: 704432 Workshop: AP Biology Summer Institute
 Workshop Dates: 7/15/2024-7/18/24 Location: Phoenix, Arizona
 Sub Needed (Y or N): N Full Day(s): - Half Day(s): -

Have you pre-registered? (Y or N):

Confirmation #:

If requesting a reimbursement:

Are copies of the completed registration paperwork along with the original receipt(s) attached?

Staff Signature: *J M Handman* Date: 5/31/24
 Principal/Supervisor: *Molly [unclear]* Date: 5.31.24
 Approved: Denied:

If this workshop is over 200 miles one-way, please contact the receptionist at the District Office to have it approved by the Board. Registration or reimbursement cannot be done without prior Board approval.

Workshop/Seminar Registration Fee: \$ Budget Code:
 Mileage: Miles X cents: \$ Budget Code:
 Lodging: \$ Budget Code:
 Sub Salary: days at \$ \$ Budget Code:
 Human Resources Director: Date:
 Business Services Director: Date: