

Request for Extended Travel

NAME: Sharie Lewis

DATE: May 2, 2018 DEPT/BUILDING District Office

PURPOSE: Attending the ASBO 2018 Annual Meeting & Expo

DISTRICT BENEFIT: Inly confer. with Bro. Leaders & also chair of Prof. Develop. Leadership Committee.

TRAVEL DETAILS: 1. DESTINATION: Kissimmee, FL

2. DATES: September 20-24, 2018

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines \$457.99	\$ 457.99
MEALS	Per Diem September 20-24: Breakfast, Lunch, Dinner \$64.00 x 5 nights	\$ 320.00
LODGING	Gaylord Palms Resort & Convention Center \$249.00 X 4 nights	\$ 996.00
REGIS/FEES		\$ 695.00
SUBSTITUTE		\$ 0
OTHER	Supershuttle - Round Trip	\$ 40.00
TOTAL		\$ 2,508.99

BUDGET SOURCE(S):

Travel Budget Code

Amount

GENERAL FUND:

WORKSHOP FUND:

OTHER:

~~100.2240.0244.100.320.000~~
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2508.99

BUSINESS SERVICES DIRECTOR SIGNATURE: [Signature] 5/2/18

Mary Beth 5/2/18

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve - good P.R. for district.

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: _____

DATE: _____



**ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL** (/home)

Program

2018

ASBO ANNUAL MEETING & EXPO
KISSIMMEE, FLORIDA | September 21-24

Tentative Schedule of Events

IO = Invitation Only; \$ = Additional Fee

Thursday, September 20

4:00 pm – 7:00 pm Emerging School Business Leaders Scholarship Workshop (IO)
4:30 pm – 7:00 pm Certification Commission Meeting and Dinner (IO)
7:00 pm – 8:00 pm Emerging School Business Leaders Scholarship Dinner (IO)

Friday, September 21

7:00 am – 6:00 pm Registration
7:30 am – 8:00 am Coffee Break
6:45 am – 2:00 pm **Golf Tournament** (/asbo/media/documents/Meetings/2018-Past-Presidents-Cup_Golf-Brochure.pdf) (\$)
8:00 am – 5:45 pm Workshops and Seminars
12:00 pm – 1:00 pm Pop-up Lunch Station (\$)
12:30 pm – 1:30 pm **New!** Annual Meeting Program Planning Session and Lunch
5:30 pm – 6:00 pm First Timer Networking Reception
6:00 pm – 7:30 pm Welcome Mixer

Saturday, September 22

7:00 am – 4:00 pm Registration
7:30 am – 8:30 am SFO® Breakfast (IO)
8:15 am – 8:45 am Coffee Break
8:45 am – 10:45 am First General Session: Presentation by Sally Hogshead
11:00 am – 1:45 pm Exhibits Marketplace Open
11:30 am – 12:45 pm COE Committee Meeting and Lunch (IO)
11:45 am – 12:45 pm Lunch in Exhibits Marketplace
1:00 pm – 1:45 pm COE Reception (IO)
1:00 pm – 2:15 pm AEDG Meeting (IO)
1:20 pm – 1:45 pm **New!** Mini Modules
1:30 pm – 5:00 pm SFO® Testing
2:00 pm – 3:00 pm Discussion Groups
2:30 pm – 3:30 pm Guest Program: Book Club — *A Man Called Ove* by Fredrik Backman
3:00 pm – 3:45 pm Eagle Awards Reception (IO)

3:15 pm – 4:15 pm
3:15 pm – 5:15 pm
4:30 pm – 4:55 pm
5:00 pm – 6:00 pm
5:30 pm – 6:15 pm
6:00 pm – 8:00 pm
6:00 pm – 8:00 pm
8:00 pm – 11:00 pm

Sunday, September 23

7:30 am – 4:00 pm
7:30 am – 8:00 am
8:00 am – 9:15 am
9:30 am – 10:30 am
10:45 am – 12:15 pm
12:30 pm – 1:45 pm
12:30 pm – 2:45 pm
1:00 pm – 2:00 pm
1:45 pm – 2:30 pm
2:45 pm – 3:45 pm
2:45 pm – 4:45 pm
3:00 pm – 4:00 pm
4:00 pm – 4:25 pm
9:00 pm – 11:00 pm

Monday, September 24

7:30 am – 10:00 am
7:30 am – 8:00 am
8:00 am – 9:00 am
9:15 am – 10:15 am
10:30 am – 11:30 am
11:45 am – 12:30 pm

Discussion Groups
Deep Dives
New! Mini Modules
Pinnacle Awards Reception (IO)
Emerging School Business Leaders Scholarship Reception (IO)
Pinnacle Awards Dinner (IO)
Eagle Awards Dinner (IO)
Joint Affiliate Reception at Hard Rock Cafe

Registration
Coffee Break
Clinic Tables
Discussion Groups
Second General Session: Presentation by Colonel Art Athens
MBA Advisory Committee Meeting and Lunch (IO)
Exhibits Marketplace Open
Lunch in Exhibits Marketplace
MBA Reception (IO)
Discussion Groups
Deep Dives
Guest Program
New! Mini Modules
President's Dessert Reception

Registration
Coffee Break
Discussion Groups
Discussion Groups
Discussion Groups
New! Peer-to-Peer Wrap Up