Request for Extended Travel

NAME: _Sharie Lew	IS .	
DATE: May 2, 2018	DEPT/BUILDINGDistrict Office	
PURPOSE: Attendi	ng the ASBO 2018 Annual Meeting & Expo	
DISTRICT BENEFIT	: You confee. whe Bro. Level- & 4 Also Chair of	
	o leadership Commister.	
	1. DESTINATION: Kissimmee, FL	
	2. DATES: September 20-24, 2018	

ESTIMATED EXPENSES:	<u>DESCRIPTION</u>	COST
TRAVEL	Airlines \$457.99	\$ 457.99
A FRANC	Per Diem September 20-24:Breakfast,Lunch,Dinner	\$ 320.00
LODGING	\$64.00 x 5 nights 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:

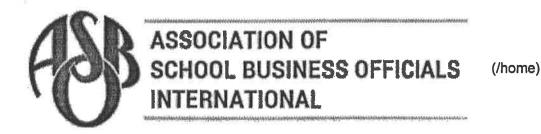
BUSINESS SERVICES DIRECTOR SIGNATURE:

DAMAGE Code

Amount

2508,99

SUPERVISORS RECOMMENDATION AND COMMENTS:		
SUPERVISOR SIGNATURE		
SEND FORM TO SUPERINTENDENT/DESIGNEE:		
SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:		
please approve-good P.R. for district.		
BOARD ACTION:APPROVEDDISAPPROVED DATE:		
I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.		
EMPLOYEE SIGNATURE:		
DATE:		



Program



Tentative Schedule of Events

IO = Invitation Only; \$ = Additional Fee

Thursday, September 20

4:00 pm - 7:00 pm

4:30 pm - 7:00 pm

7:00 pm - 8:00 pm

Friday, September 21

7:00 am ~ 6:00 pm

7:30 am - 8:00 am

6:45 am - 2:00 pm

8:00 am - 5:45 pm

12:00 pm - 1:00 pm

12:30 pm - 1:30 pm

5:30 pm - 6:00 pm

6:00 pm - 7:30 pm

Saturday, September 22

7:00 am - 4:00 pm

7:30 am - 8:30 am

8:15 am – 8:45 am

8:45 am - 10:45 am

0.75 am = 10.75 am

11:00 am - 1:45 pm

11:30 am - 12:45 pm 11:45 am - 12:45 pm

4.00 = -- 4.45 = --

1:00 pm - 1:45 pm

1:00 pm - 2:15 pm

1:20 pm - 1:45 pm

1:30 pm – 5:00 pm

2:00 pm - 3:00 pm

2:30 pm - 3:30 pm

3:00 pm - 3:45 pm

Emerging School Business Leaders Scholarship Workshop (IO)

Certification Commission Meeting and Dinner (IO)

Emerging School Business Leaders Scholarship Dinner (IO)

Registration

Coffee Break

Golf Tournament (/asbo/media/documents/Meetings/2018-Past-Presidents-

Cup_Golf-Brochure.pdf) (\$)

Workshops and Seminars

Pop-up Lunch Station (\$)

New! Annual Meeting Program Planning Session and Lunch

First Timer Networking Reception

Welcome Mixer

Registration

SFO® Breakfast (IO)

Coffee Break

First General Session: Presentation by Sally Hogshead

Exhibits Marketplace Open

COE Committee Meeting and Lunch (IO)

Lunch in Exhibits Marketplace

COE Reception (IO)

AEDG Meeting (IO)

New! Mini Modules

SFO® Testing

Discussion Groups

Guest Program: Book Club — A Man Called Ove by Fredrik Backman

Eagle Awards Reception (IO)

- m - m - n - n - n - n - n

ASBO | Program

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

(C) ASBO International, All Rights Reserved.

11401 North Shore Drive, Reston, VA 20190

Phone: 1+866.682.2729

Fax: 1+703.708.7060