

Request for Extended Travel**(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)****NAME:** MARY LARSON**DATE:** 7/8/13**DEPT/BUILDING:** BUSINESS SERVICES**PURPOSE:**

Attend the annual Association of School Business Officials Leadership Conference to be held in Boston, MA.

DISTRICT BENEFIT:

This is an opportunity for professional development from the organization that supports school business managers internationally. This is the yearly leadership conference to develop the school business manager.

I am requesting that this conference be paid from professional development funds which has dollars budgeted. My local Oregon ASBO group will be giving out \$1,500 scholarships through a lottery to help defray the costs. I'm hopeful to receive one of the scholarships to help defray costs. I'm also hoping to defray some of the costs.

TRAVEL DETAILS: 1. **DESTINATION:** Boston, MA
2. **TRAVEL DATES:** October 25, 2013 – October 28, 2013

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Air fare	400.00
• MEALS	Per diem \$66 per day	264.00
• LODGING	Conference hotel \$289.00	867.00
• REGIS/FEES	Conference registration	675.00
• SUBSTITUTE		
• OTHER	Airport transfer	30.00

TOTAL: \$2236.00**BUDGET SOURCE(S):**

Source	Budget Code	Amount
• GENERAL FUND:	100-2240	\$2236.00
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: RISK MANAGEMENT FUND	33-79-2528-00-342	1402.00

TOTAL: \$2236.00

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K. Gray
may will try to pay less
for hotel and per diem.

BOARD ACTION:


NOT-REQUIRED____REQUIRED X____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: Mary Yarn

DATE: 7/8/13



Association of School Business Officials International

THE SCHOOL BUSINESS MANAGERS RESOURCE

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Meetings

- Eagle Institute
- Annual Meeting & Expo
- Registration
- Housing and Transportation Program
- Call for Presentations
- Exhibits
- Executive Leadership Forum
- Future Meeting Dates
- ASBO Affiliate Meetings

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2013 Annual Meeting & Expo • Boston • October 25 - 28

2013 Annual Meeting & Expo

Date: October 25 - 28, 2013
Location: Hynes Convention Center, Boston

Face-to-Face Conversation and Engagement

In a world that is increasingly "virtual," sometimes there is just no substitute for face-to-face conversation and engagement. That's what the Annual Meeting & Expo (AM&E) is all about. ASBO International's AM&E brings together more than 1200 school business leaders for a premier professional development experience. The AM&E is one of the most effective ways to advance your knowledge and skills to make a difference for student education.

Who Should Attend:

School business administrators who are seeking opportunities to exchange ideas, build relationships, strengthen their skills and advance their careers.

Reasons to Attend:

- Engage with top executives in school business management
- Expand your network of peers
- Develop skills that empower you to budget effectively despite the unknowns
- Build confidence in your ability to communicate effectively in high-stakes situations
- Discover creative solutions to common challenges that build efficiencies and reduce costs

Building Your Case to Attend:


Making the case for time off and support for travel and expenses to attend the AM&E requires a solid understanding of the potential benefits. Let us help you communicate those benefits clearly. Use the Build Your Case tool to outline the reasons why the AM&E is worth the investment, and then customize the short letter to share with your supervisor.

[Download the Build Your Case tool](#)
[Download the letter to your supervisor](#)

Interested in attending? [Register now!](#)

Presenting the 2013 AM&E Opening Keynote Speaker

Proudly sponsored by
The Horace Mann Companies



Steve Gross


Steve Gross, M.S.W., executive director and chief playmaker of the Life is good Kids Foundation, is a creative and dynamic leader who has devoted his career to helping frontline professionals use the power of play to build healing, life-changing relationships with our most vulnerable children. A gifted, inspirational, and passionate speaker, Steve's lessons will help you access your own playfulness, energy and creativity to reach your full potential.

Join ASBO International
THE voice of school business professionals for 100 years.

ASBO's School Business Marketplace is your guide for school district purchases.

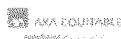
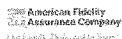
The ASBO Store is your one-stop shop for ASBO apparel and special gifts.

Live Learning Center: Your source for professional development on demand.



Sample the latest issue of *School Business Affairs*.

STRATEGIC PARTNERS



(Top)

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ASBO's MEMBERS ONLY WEBSITE

Get Connected

ASBO International | 11401 North Shore Drive | Reston, VA 20190
Phone: 866/882-2729 | Fax: 703/708-7060 | [Contact Us](#)

2013 ANNUAL MEETING & EXPO REGISTRATION FORM

REGISTRANT INFORMATION

(Please type or print)

Member ID Number:

Is this your first ASBO Annual Meeting? ☐ Yes ☐ No

First Name:

Middle Initial:

Last Name:

Title:

District/Employer:

Address:

City:

State/Province:

Zip/Postal Code:

Daytime Phone Number:

Email:

Check all that apply: ☐ Ph.D. ☐ Ed.D. ☐ CPA ☐ SFO ☐ Other:

☐ Check if this is a change in your address or other contact information.

☐ Check if you are a Speaker.

☐ Check if you are a member of an ASBO Professional Committee.

GUESTS

(Only for those who are accompanying registrants, are not Speakers, and are not eligible for membership with ASBO International.)

See asbointl.org/eligibility, or call ASBO at 866.682.2729 x7080.

Please include the guest name for badge purposes.

Name for Badge:

City:

State/Province:

ANNUAL MEETING WORKSHOPS

Brought to you at no charge with the support of American Fidelity Assurance Company

Please check the workshop(s) you are registering for. For more information on workshops, including full titles, refer to page 5 of this brochure.

Friday, October 25

☐ 1 Emergency Management for School Districts 8:00 a.m. – 5:00 p.m.

☐ 2 Update on the Law of Special Education 8:00 a.m. – 10:00 a.m.

☐ 3 Lead Well: What Is Your Personal Well-Being Strategy?

☐ 4 Budget Prioritization 10:15 a.m. – 12:15 p.m.

☐ 5 Improve Your Federal Programs Process

☐ 6 Self Insurance: Navigating the Decision 1:00 p.m. – 3:00 p.m.

☐ 7 Technology, the Law, and Schools

☐ 8 Health Care Reform 8:00 a.m. – 12:00 p.m.

☐ 9 School Tour: Boston Public Schools

☐ 10 Internal Controls and Reporting

☐ 11 SmartIT: Strategically Managing IT 1:00 p.m. – 5:00 p.m.

☐ 12 Moving from Management to Leadership

ANNUAL MEETING SEMINARS

Brought to you at no charge with the support of ASBO International

Friday, October 25

☐ 13 Refresher for SFO® Certification Exam 8:00 a.m. – 5:00 p.m.

☐ 14 Create an Award-Winning Budget 8:00 a.m. – 12:00 p.m.

☐ 15 Comprehensive Annual Financial Report 1:00 p.m. – 5:00 p.m.

REGISTRATION FEES

EARLY BIRD PAYMENT DUE: 9.6.13
PAYMENT RECEIVED AFTER 9.6.13

Annual Meeting/Membership Package:

Includes registration and ASBO membership. Please review your member expiration date prior to renewing.

<input type="radio"/> Individual membership	\$886	\$986
<input type="radio"/> School membership		

Annual Meeting Registration Only:

<input type="radio"/> Individual/School Member	\$675	\$775
<input type="radio"/> Emeritus	\$80	\$90
<input type="radio"/> Corporate Member	\$875	\$975
<input type="radio"/> Non-member	\$920	\$1,020
<input type="radio"/> Guest	\$80	\$80

Speaker-Only and One-Day Passes:

Please specify day you will be attending:

If you select Friday, please identify the workshops/seminars above.

<input type="radio"/> Individual/School Member	\$250	\$250
<input type="radio"/> Speaker		
<input type="radio"/> Corporate Member	\$470	\$470
<input type="radio"/> Non-Member	\$300	\$300

TOTAL FEES AND METHOD OF PAYMENT

(all fees in U.S. funds)

Registration Fee \$

Guest Registration \$80 x = \$

TOTAL AMOUNT DUE \$

☐ Check Enclosed ☐ **Purchase Order #

Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Name on Card:

Account Number:

Exp. Date:

Signature:

** PURCHASE ORDER Receipt of a purchase order does not constitute payment of dues or payment for Early Bird discount. If full payment is not received by September 6, 2013 (Early Bird deadline), the registrant will be invoiced the regular registration fee. All fees must be pre-paid prior to attending the meeting.

This is a 2-page registration form.