



REQUEST FOR OUT OF DISTRICT ATTENDANCE

All requests for out of district attendance that involve time away from work and/or reimbursement from district funds must be filed and approved prior to such attendance via this form. Reimbursement of travel expenses will be in accordance with Board Policy 5341. No reimbursements will be granted without prior approval.

EMPLOYEE NAME Ginger Hughes DATE 9/29/2026

SCHOOL: District Office

TRAVEL REQUESTED/CONFERENCE NAME: Powerschool University DATES 3/1-4/27

LOCATION ADDRESS: San Diego, CA

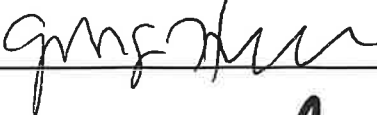
IS LODGING NEEDED ☒ YES ☐ NO HOW MANY NIGHTS? 4

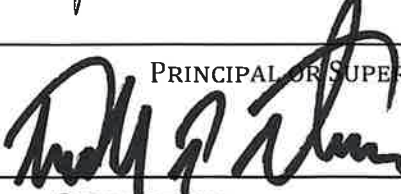
ARRIVAL DATE: 2/28/27 DEPARTURE DATE: 03/04/2027

ESTIMATED EXPENSES BUDGET ACCOUNT REQUIRED 100623313/100632380

1. Registration	2300	
2. Transportation/Mileage	460	<u> </u> Miles Driven X .725 Mileage is reimbursed at 72.5 cents per mile.
3. Meals	200	Per Diem - IN STATE: \$16 Breakfast, \$18 Lunch, \$27 Dinner OUT OF STATE: \$19 Breakfast, \$21 Lunch, \$31 Dinner
4. Lodging Arrangements must be made by District Office	1436	Please budget for an average of \$170/night
5. Other Costs	48.00	Ex. Parking fees, airline fees, Uber, etc.
6. Substitute		Daily Rate: \$125.
TOTAL ESTIMATED EXPENSES	4444	

Reimbursements will not be made from this request. Registration and Lodging fees are normally billed to the District through the purchase order system. An Expense Voucher for reimbursement of travel expenses must be submitted to the approving Principal or Supervisor for approval following return. The Expense voucher will be submitted to the District Office for payment by the approving Principal or Supervisor. **I certify that I have a valid Driver's License and personal automobile insurance with minimum liability limits of \$100,000/\$300,000.**

SIGNATURE OF EMPLOYEE  9-29-26
DATE

APPROVED BY  9-29-26
PRINCIPAL OR SUPERVISOR DATE
 9-29-26
SUPERINTENDENT OR BUSINESS MANAGER DATE

SPECIAL CONDITIONS