

Request for Extended Travel

NAME: Michael Lopes

DATE: August 15, 2013 DEPT/BUILDING District Office

PURPOSE: AVID Training – ADL Cohort 3 Session 1

DISTRICT BENEFIT: *As the district director these trainings are part of our agreements with AVID, and more important, AVID K-12 strategies are an essential element to our vision of college and Career readiness for each student.*

TRAVEL DETAILS: 1. DESTINATION: San Diego, CA

2. DATES: October 8-11, 2013

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline	\$228.00
MEALS	Oct 8: \$33.00 Dinner	\$231.00
	Oct 9: \$66.00 Breakfast,Lunch,Dinner	
	Oct 10: \$66.00 Breakfast,Lunch,Dinner	
	Oct 11: \$66.00 Breakfast,Lunch,Dinner	
LODGING	Embassy Suites Hotels \$178.99 with tax X 3 days	\$536.96
REGIS/FEES	Registration is included in our contract	\$0
SUBSTITUTE		\$0
OTHER	Shuttle - \$15.00 one way	\$30.00
TOTAL		\$ 1,025.96

ML 8/22/13

BUDGET SOURCE(S): Federal Funds

1. GENERAL FUND: 230.2240.0342.120.350.000

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

approve please

K Gray
8/21/13

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: 8/16/13



Susan Fox <foxsus@parkrose.k12.or.us>

Needed: Extended Travel Request - AVID Session 1 - Cohort 3, San Diego, CA - Oct. 9-11

1 message

Jayson Smith <jayson_smith@parkrose.k12.or.us>
To: Susan Fox <foxsus@parkrose.k12.or.us>
Cc: Michael Lopes <lopesmic@parkrose.k12.or.us>

Thu, Aug 15, 2013 at 9:34 AM

Hi Susan,

One more for Michael. The details are below:

Details:

Event:

ADL Cohort 3 Session 1 Training
October 9-11, 2013

Payment:

230.2240.0342.120.350.000

Training Location:

Embassy Suites Hotels
4550 La Jolla Village Drive
San Diego, California, 92122

Start: Wednesday, October 9, 2013 at 8:00am

End: Friday, October 11, 2013 at 12:00pm

Hotel:

Embassy Suites Hotels
4550 La Jolla Village Drive
San Diego, California, 92122

Phone: 858-453-0400

Hotel Website

***Ask for the AVID Hotel Room Block Rate**

For reservations:

Call: 1-858-453-0400

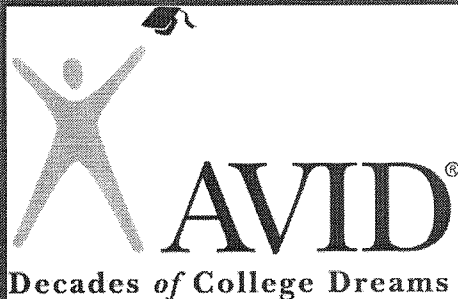
Airport:

San Diego International Airport (SAN).
San Diego International Airport is located 12 miles from the Courtyard by Marriott San Diego Central.

8/15/2013 9:46 AM

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AVID ELEMENTARY LEADERSHIP TRAINING FOR AE LIAISONS AND SITE PRINCIPALS



SESSION TOPICS

Session 1:

“Planting the Seeds of College Readiness”

Session 2:

“Beyond Crayons and Colored Pencils...Learning in the Adult World”

Session 3:

“Building Blocks...Establishing Essentials”

Session 4:

“Building Bridges...System Sustainability”

COHORT THREE

2013-2015

Session	Months / Location
COHORT 3: SESSION 1 (PLEASE CHOOSE ONE)	OCTOBER 9-11, 2013: SAN DIEGO, CA OCTOBER 16-18, 2013: DALLAS, TX
COHORT 3: SESSION 2 (PLEASE CHOOSE ONE)	MARCH 2014: DALLAS, TX MARCH 26-28, 2014: SACRAMENTO, CA
COHORT 3: SESSION 3 (PLEASE CHOOSE ONE)	SEPTEMBER 2014: DALLAS, TX SEPTEMBER 2014: SAN DIEGO, CA
COHORT 3: SESSION 4 (PLEASE CHOOSE ONE)	MAY 2015: DALLAS, TX MAY 2015: SACRAMENTO, CA

For more information please contact the
AVID Elementary Department:
avidelementary@avidcenter.org
858-380-4720