



Parkrose School District #3
 As Per Board Policy DLC/DLC-AR
 Request for Extended Travel
 (Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: Sharie Lewis

DATE: January 18, 2023 DEPT/BUILDING District Office

PURPOSE: 2023 ASBO International Leadership Forum

TRAVEL DETAILS: DESTINATION : San Antonio, TX
 DATES: Feb 20-25, 2023

ASBO International is paying for all expenses *

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline \$686.00	\$ 0
LODGING	Hyatt Regency San Antonio Riverwalk \$225.00 per night with 19.5% taxes	\$0
PER DIEM	Feb 20 - Lunch & Dinner \$56.00 Feb 25-Dinner \$37.00 Conference will reimburse the district	\$93.00
REGISTRATION		\$0
OTHER	Taxi - \$48.00 round trip Conference will reimburse the district	\$ 48.00
TOTAL		\$ 141.00


*expenses not covered by ASBO will be covered by the district

BUDGET SOURCE(S) NAME: _____ Travel Budget Code _____ Amount _____
 Admin Budget Code _____ 100.2240.0244.100.330.000 \$141.00

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 1/18/23

SUPERVISORS RECOMMENDATION AND COMMENTS:
ASBO Board Member Trip - all re imb. by ASBO.
 SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

 SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 1/19/23

BOARD ACTION: _____ APPROVED _____ DISAPPROVED DATE: _____

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**SOME SAY GREAT LEADERS ARE BORN
WE KNOW THEY'RE *Made.***

ASBO INTERNATIONAL'S
LEADERSHIP FORUM
FEBRUARY 23-25 | SAN ANTONIO, TEXAS

Schedule at a Glance

Thursday, February 23, 2023	
7:30 am – 8:15 am	Breakfast
8:30 am – 12:00 pm	Cohort Specific Training – Part 1
12:00 pm – 12:45 pm	Lunch
1:00 pm – 4:00 pm	Cohort Specific Training – Part 2
4:15 – 5:30 pm	AEDG Meeting (Invite Only)
5:30 – 6:30 pm	Welcome Mixer

Friday, February 24, 2023	
7:30 am – 8:15 am	Breakfast
8:30 am – 12:30 pm	Large-Group Training Part 1 – Leadership Assessment
12:30 pm – 1:15 pm	Lunch
1:15 pm – 5:00 pm	Large-Group Training Part 2 – Leadership Assessment

Friday, February 24, 2023	
5:30 pm – 7:00 pm	Joint Affiliate Candidate Reception Yard House 849 E. Commerce St Suite # 409 San Antonio, TX 78205 Join Colorado, Iowa, and Pennsylvania for cocktails and heavy hors d'oeuvres!

Saturday, February 25, 2023	
7:30 am – 8:15 am	Breakfast
8:30 am – 12:00 pm	Cohort Specific Training

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Travel

Hotel Information

All sessions and receptions will take place at Hyatt Regency San Antonio.

Hyatt Regency San Antonio Riverwalk

123 Losoya St.

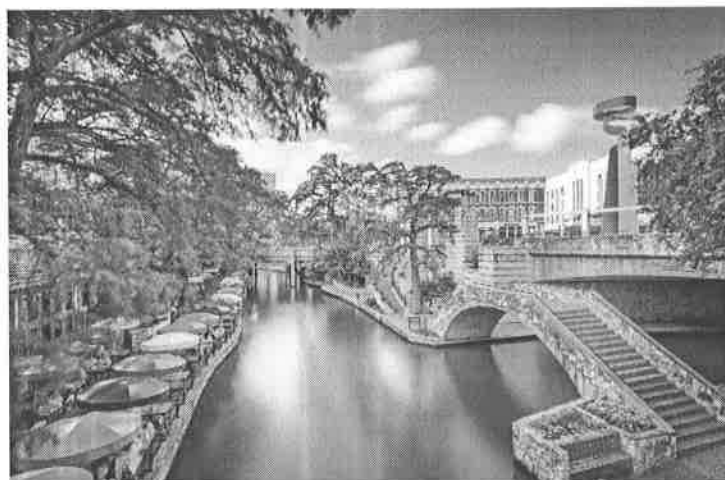
San Antonio, TX, 78205

\$225 per night

Book by January 24, 2023. Guest rooms have been reserved at the Hyatt Regency San Antonio at the discounted rate of \$225 + tax (single or double occupancy, standard rooms) per night for ASBO International Leadership Forum registrants. Your conference registration confirmation will include a link to reserve your hotel accommodations.

**Rates do not include applicable taxes at 19.5% currently (subject to change) for occupancy, tourism improvement district fee, and other fees. Credit card guarantee required for booking. Cancellation Policy: 48 hours before 11:59 p.m. local time the day of arrival.*

Parking



The hotel offers self (\$43 +tax per night) and valet (\$55 +tax per night) parking in a covered garage across the street from the hotel.

Local Airport

San Antonio International Airport (SAT)

9 miles from the hotel.

Taxis are available at the outer commercial curbside at Terminal A. Please see the Airport Ground Transportation employees (wearing red shirts) for assistance. Fares to San Antonio downtown areas start at \$24–\$29 (U.S.) per taxicab. (Up to 6 may share a cab if luggage and passengers fit safely.)

Approved rideshare services (ride-hailing or ride-booking service companies) meet customers on the outer commercial curbside, lower level of Terminal A.

For additional transportation info, visit the [SAT website](#).

Things to do

The hotel is within walking distance to [San Antonio's best attractions](#), shopping, and dining. [Visit San Antonio](#) also provides a list of things to do and the [official visitor's guide](#).



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