

No. _____



UNITED INDEPENDENT SCHOOL DISTRICT AGENDA ACTION ITEM

TOPIC: Board Travel for the Month of June 2008

SUBMITTED BY: Roberto J. Santos **OF:** Superintendent

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: May 21, 2008

RECOMMENDATION:

It is recommended that the Board of Trustees approve the Board Travel for the Month of June 2008.

RATIONALE:

BUDGETARY INFORMATION:

BOARD POLICY REFERENCE AND COMPLIANCE:

BBG (LOCAL) Board Members: Compensation and Expenses

BOARD MEMBER TRAVEL EXPENSES
June 2008

TRUSTEE	HOTEL	AIRFARE	MILEAGE	CAR RENTAL/ SHUTTLE	MEALS	REGISTRATION COSTS	TOTAL
Summer Leadership Insitute San Antonio, TX June 11-14, 2008							
				6/11 - 1x\$24 (Dinner) 3 days x \$54			
Ricardo Molina	\$854.28		\$155.74		\$186.00	\$325.00	\$1,521.02
John Bruce	\$854.28		\$155.74		\$186.00	\$325.00	\$1,521.02
Francisco Gonzalez	\$854.28		\$155.74		\$186.00	\$325.00	\$1,521.02
William Johnson	\$854.28		\$155.74		\$186.00	\$325.00	\$1,521.02
Juan Roberto Ramriez	\$854.28		\$155.74		\$186.00	\$325.00	\$1,521.02
Summer Leadership Insitute Fort Worth, TX June 18-21, 2008							
				6/18 - 1x \$32 (Dinner) 3 days x \$59			
Juan Antonio Molina	\$700.60		\$420.46		\$209.00	\$325.00	\$1,655.06
29th ANNUAL NATIONAL COMPUTING CONFERENCE ISTE SAN ANTONIO JUNE 29-JULY 2							
				6/29 - 1 X \$19 (Lunch) & 1 X \$29 (Dinner) 3 days X \$54			
Juan Antonio Molina	\$673.48		\$155.74		\$210.00	\$305.00	\$1,344.22



Texas Association of School Boards



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Leadership Team Services Events

SLI Agenda (North and South)

Wednesday

Early Registration 4:30-7:30 p.m.

Thursday

Registration and Continental Breakfast 7-8 a.m.

General Session 8-9:15 a.m.

Breakout Sessions 9:30-10:45 a.m.

In-Depth Sessions 9:30 a.m.-12:15 p.m.

Breakout Sessions 11 a.m.-12:15 p.m.

Lunch 12:15-1:15 p.m.

Breakout Sessions 1:30-2:45 p.m.

In-Depth Sessions 1:30-4:15 p.m.

Breakout Sessions 3-4:15 p.m.

TASB ISD Session, Teamwork Basics* 4:30-7 p.m.

Friday

Registration and Continental Breakfast 7-8 a.m.

General Session 8-9:15 a.m.

Breakout Sessions 9:30-10:45 a.m.

In-Depth Sessions 9:30 a.m.-12:15 p.m.

Breakout Sessions 11 a.m.-12:15 p.m.

Lunch 12:15-1:15 p.m.

Breakout Sessions 1:30-2:45 p.m.

In-Depth Sessions 1:30-4:15 p.m.

Breakout Sessions 3-4:15 p.m.

Saturday

Registration and Continental Breakfast 7:30-8:30 a.m.

Breakout Sessions 8:30-9:45 a.m.

In-Depth Sessions 8:30-11:15 a.m.



More Options

- Ft. Worth Hotel Information
- Ft. Worth Registration
- San Antonio Hotel Information
- San Antonio Registration
- SLI Future Dates
- Summer Leadership Institute (SLI)

Breakout Sessions

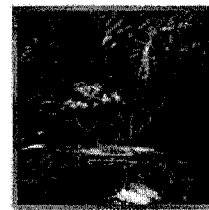
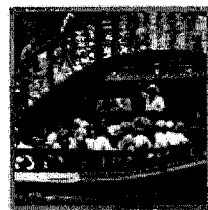
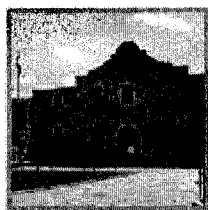
10-11:15 a.m.

* New board members attending the Thursday evening TASB ISD session can earn an additional 2.5 hours of continuing education credit.

For more information about SLI, contact Kathy Dundee at 800-580-8272, extension 6171, or Kathy.Dundee@tasb.org

P.O. Box 400, Austin, Texas 78767-0400 • 512-467-0222

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RSS What is RSS?

NECC 2008 > At A Glance

Questions?
neccinfo@iste.org

Presented by the
iste International Society for Technology in Education®

In cooperation with
Texas Computer Education Association



and

KLRN THE LIVING PLACE
KLRN San Antonio

The Southwest Educational Development Laboratory (SEDL)

Texas Association of School Administrators (TASA)

Texas Education Agency (TEA)

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SMART Technologies

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at a glance schedule

NECC 2008's Opening Reception will be held on Sunday evening, June 29, after the Opening Keynote. The official conference and exhibit hours are Monday through Wednesday, June 30-July 2. Please make your travel plans accordingly!

Saturday, June 28

7 am-6 pm
7:30 am-4 pm
7:30 am-5:30 pm
8 am-4 pm
8:30-11:30 am
8:30 am-3:30 pm
9 am-5 pm
12:30-3:30 pm

Registration Open
Computer Science & Information Technology Symposium*
SIG Leadership Meeting*
ISTE Affiliates' Meeting*
Morning Workshops*
Full-Day Workshops*
EduBloggerCon / Classroom 2.0
"Live in San Antonio"
Afternoon Workshops*

Sunday, June 29

7 am-7 pm
8:30-11:30 am
8:30 am-3:30 pm
10 am-1 pm
12:30-3:30 pm
1-4 pm
1-4 pm
1:30-5 pm

Registration Open
Morning Workshops*
Full-Day Workshops*
SIGIVC (Interactive Video Conferencing) Preconference Forum*
Afternoon Workshops*
SIGTC (Technology Coordinators) Preconference Forum*
SIGTel (Telelearning) Preconference Forum*
ABCs of Advocacy: Make Your Voice Heard*
"Welcome to NECC" Orientation
International Attendees' Reception
Leadership Strand Orientation
ISTE Member Welcome
Opening General Session/Keynote
Opening Reception, featuring Global Gallery Poster Sessions and Best Practices from Texas Teachers

Monday, June 30

7 am-6 pm

Registration Open

program search

conference planner

Mark Your Calendar!

Registration Dates/Info
Super Early-Bird registration deadline—**March 31**
Early-Bird registration deadline for sessions and workshops—**May 1**
Web, phone, and fax conference registration closes—**June 18**
Onsite registration at the convention center—**June 28-July 2**

Housing Notes
Housing cancellation deadline to avoid \$150 fee—**April 1**
Online housing reservations close—**June 20**

Register for a Tour
Tour registration closes; tour cancellation deadline—**May 19**



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Blackboard



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...presents the Media Partners and Media Sponsors

Thanks to our Media Partners!



Thanks to our Media Sponsors!



7:15-8:15 am
7:30-8:30 am
7:30-10:30 am
8:30-9:30 am
8:30-9:30 am
8:30-11:30 am
9-11 am
9 am-4 pm

9:30 am-5:30 pm
9:45-10:15 am
10 am-12 noon
10 am-12 noon
11 am-12 noon
11 am-12 noon

12:30-1:30 pm
12:30-1:30 pm

12:30-3:30 pm
12:30-7:30 pm
1-3 pm
1-4 pm

1-4 pm
2-3 pm
3:30-4:30 pm
3:30-4:30 pm

3:30-4:30 pm
4:30-7:30 pm
4:45-6:15 pm
4:45-6:15 pm

4:45-6:15 pm

Tuesday, July 1

7 am-6 pm
8:30-9:45 am
8:30-11:30 am
9 am-4 pm
9:30 am-5 pm
9:45-10:15 am
10 am-12 noon
10:30 am-12:30 pm
10:30 am-12:30 pm
10:30 am-3 pm
11 am-12 noon
11 am-12 noon

12:30-1:30 pm
12:30-1:30 pm

12:30-3:30 pm
12:30-7:30 pm
1-3 pm
1-4 pm
2-3 pm

"Welcome to NECC" Orientation
ISTE 100 Corporate Breakfast**
SIGCT (Computing Teachers) Forum*
NETS•T Release
Concurrent Session 1
Morning Workshops*
Poster Sessions and Student Showcase
Playgrounds: 21st-Century Media Center, Games & Simulations
Exhibit Hall Open
Continental Breakfast in the Exhibit Hall
ISTE Internet Safety Town Hall
SIGHC (Handheld Computing) Forum*
Concurrent Session 2
ISTE Special Interest Group (SIG) Tel Annual Meeting
Concurrent Session 3
ISTE Special Interest Group (SIG) TC Annual Meeting
Afternoon Workshops*
Full Day (pm/eve) Workshops*
Poster Sessions and Student Showcase
SIGILT (Innovative Learning Technologies) Forum*
NETS•A Refresh Forum
Concurrent Session 4
Concurrent Session 5
ISTE Special Interest Group (SIG) DE Annual Meeting
JHU Gallery Walk
Evening Workshops
Birds-of-a-Feather Sessions
ISTE Special Interest Group (SIG) TE Annual Meeting
ISTE Special Interest Group (SIG) HC Annual Meeting

Registration Open
Keynote Session
Morning Workshops*
Playgrounds: AT for IT, Second Life
Exhibit Hall Open
Continental Breakfast in the Exhibit Hall
Poster Sessions and Student Showcase
SIGMS (Media Specialists) Forum**
SIGTE (Teacher Educators) Forum*
Digital Equity Summit**
Concurrent Session 6
ISTE Special Interest Group (SIG) CT Annual Meeting
Concurrent Session 7
ISTE Special Interest Group (SIG) ILT Annual Meeting
Afternoon Workshops*
Full-Day (pm/eve) Workshops*
Poster Sessions and Student Showcase
SIG1to1 (1-to-1 Computing) Forum*
Concurrent Session 8

3:30-4:30 pm	<u>Concurrent Session 9</u>
3:30-4:30 pm	<u>ISTE Special Interest Group (SIG) IVC Annual Meeting</u>
3:30-4:30 pm	<u>Texas Gallery Walk</u>
4:30-7:30 pm	<u>Evening Workshops</u>
4:45-6:15 pm	<u>Birds-of-a-Feather Sessions</u>
4:45-6:15 pm	<u>ISTE Special Interest Group (SIG) SETSIG Annual Meeting</u>
4:45-6:15 pm	<u>ISTE Special Interest Group (SIG) Admin Annual Meeting</u>
5:30-6:30 pm	<u>ISTE 100 Corporate Reception**</u>

Wednesday, July 2

7:30 am-3 pm	<u>Registration Open</u>
8 am-12 noon	<u>Technology Leadership Forum 2008* (hosted by SIGAdmin and SIGTC)</u>
8 am-5 pm	<u>Online Learning Institute (ISTE, SREB, EDC)*</u>
8:30-9:30 am	<u>Concurrent Session 10</u>
8:30-9:30 am	<u>ISTE Special Interest Group (SIG) 1-to-1 Annual Meeting</u>
8:30-11:30 am	<u>Morning Workshops*</u>
9-11 am	<u>Poster Sessions</u>
9 am-2:30 pm	<u>Playgrounds: Art, Music</u>
9:30 am-2:30 pm	<u>Exhibit Hall Open</u>
10 am-noon	<u>SIGDE (Digital Equity) Forum*</u>
10:30-11:30 am	<u>Concurrent Session 11</u>
10:30-11:30 am	<u>ISTE Special Interest Group (SIG) MS Annual Meeting</u>
12 noon-1 pm	<u>Concurrent Session 12</u>
12 noon-2 pm	<u>Poster Sessions and Student Showcase</u>
1:30-2:30 pm	<u>Concurrent Session 13</u>
2:45-4 pm	<u>Closing Keynote Session</u>

* Preregistration and additional payment are required

** Preregistration is required

National Educational Computing Conference • June 29-July 2, 2008 • Henry B. Gonzalez Convention Center • San Antonio, TX

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United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: John M. Bruce Date: _____
 Board Member/ Superintendent
 Vendor Number: 22531 Home Address: 1225 St. John Loop Laredo, TX 78045 Zip Code: _____
 Destination: San Antonio, TX Travel # 2 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)
 Purpose of Trip: Summer Leadership Institute
 (Attach Detailed Description of Conference)
 Departure Date: 6-11-08 Time: 12:00pm Return Date: 6-14-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast	}	<u>3</u>	X	<u>\$ 54.00</u>	=	<u>\$ 186.00</u>
Lunch						
<u>6/11/08</u> Dinner						
		<u>1</u>		<u>24.00</u>		

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
 (Room Rate) X Tax % X # of nights

Personal Vehicle:* 154.2 # of Miles X 2 X \$0.505/ mile = \$ 155.74
 *(Use Chart on Back)

Sub-Total (1) \$ 341.74

ITEMS PAYABLE TO VENDORS Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 341.74

Signature of Board Member/Superintendent _____ Date _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Board President _____ Date _____

Approved by the Board of Trustees on: _____ Date _____

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total
1998	41	702	99	000	6419	00	

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: Ricardo Molina Date: _____

Board Member/ Superintendent Vendor Number: 17379 Home Address: 1724 Margarita Lane Rio Bravo, TX 78046 Zip Code: _____

Destination: San Antonio, TX Travel # 2 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)

Purpose of Trip: Summer Leadership Institute
 (Attach Detailed Description of Conference)

Departure Date: 6-11-08 Time: 12:00pm Return Date: 6-14-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast	}	3	X	\$ 54.00	\$	186.00
Lunch						
Dinner						
6/11/08		# of meals		Per Diem Rate		
		1		24.00		

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
(Room Rate) X Tax % X # of nights

Personal Vehicle:* 154.2 # of Miles X 2 X \$0.505/ mile = \$ 155.74
*(Use Chart on Back)

Sub-Total (1) \$

ITEMS PAYABLE TO VENDORS Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 341.74

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: Francisco Gonzalez Date: _____
 Board Member/ Superintendent
 Vendor Number: 21200 Home Address: 3327 Aberdeen Loop Laredo, TX 78040 Zip Code: _____
 Destination: San Antonio, TX Travel # 3 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)
 Purpose of Trip: Summer Leadership Institute
(Attach Detailed Description of Conference)
 Departure Date: 6-11-08 Time: 12:00pm Return Date: 6-14-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast	}	<u>3</u>	x	<u>\$ 54.00</u>	=	\$	<u>166.00</u>
Lunch							
6/11/08 - Dinner							
		# of meals		Per Diem Rate			
		<u>1</u>		<u>24.00</u>			

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
(Room Rate) X Tax % X # of nights

Personal Vehicle:* 154.2 # of Miles X 2 X \$0.505/ mile = \$ 155.74
*(Use Chart on Back)

Sub-Total (1) \$ _____

ITEMS PAYABLE TO VENDORS Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 341.74

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total
1998	41	702	99	000	6419	00	

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: William Johnson Date: _____
 Board Member/ Superintendent Vendor Number: 17987 Home Address: 413 Westmont Laredo, TX 78045 Zip Code: _____
 Destination: San Antonio, TX Travel # 1 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)
 Purpose of Trip: Summer Leadership Institute
(Attach Detailed Description of Conference)
 Departure Date: 6-11-08 Time: 12:00pm Return Date: 6-14-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast	}	<u>3</u>	X	<u>\$ 54.00</u>	=	<u>\$ 162.00</u>
Lunch						
Dinner						
		<small># of meals</small>		<small>Per Diem Rate</small>		
		<u>1</u>		<u>24.00</u>		

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
(Room Rate) X Tax % X # of nights

Personal Vehicle: * 154.2 # of Miles X 2 X \$0.505/ mile = \$ 155.74
*(Use Chart on Back)

Sub-Total (1) \$ _____

ITEMS PAYABLE TO VENDORS

Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 341.74

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: Juan Roberto Ramirez Date: _____

Board Member/ Superintendent Vendor Number: 22530 Home Address: 10302 Dancer Dr. Laredo, TX 78045 Zip Code: _____

Destination: San Antonio, TX Travel # 4 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)

Purpose of Trip: Summer Leadership Conference
 (Attach Detailed Description of Conference)

Departure Date: 6-11-08 Time: 12:00pm Return Date: 6-14-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast Lunch 6/11/ Dinner	}	3 # of meals 1	X	\$ 54.00 Per Diem Rate 24.00	=	\$ 166.00
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Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
 (Room Rate) X Tax % X # of nights

Personal Vehicle: 154.2 # of Miles X 2 X $\frac{\$0.505}{\text{mile}}$ = \$ 155.74
 *(Use Chart on Back)

Sub-Total (1) \$ _____

ITEMS PAYABLE TO VENDORS Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 341.74

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total
1998	41	702	99	000	6419	00	

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: Juan Antonio Molina Date: _____
 Board Member/ Superintendent Vendor Number: 25013 Home Address: 103 Cenizo Loop Laredo, TX 78046 Zip Code: _____

Destination: Fort Worth, TX Travel # 3 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)

Purpose of Trip: Summer Leadership Conference
(Attach Detailed Description of Conference)

Departure Date: 6-18-08 Time: 12:00pm Return Date: 6-21-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

6/18- Breakfast Lunch Dinner	3	x	\$ 59.00	\$ 209.00
	# of meals		Per Diem Rate	
	1		32.00	

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
(Room Rate) X Tax % X # of nights

Personal Vehicle: * 416.3 # of Miles X 2 X \$0.505/ mile = \$ 420.46
*(Use Chart on Back)

Sub-Total (1) \$ 597.46

ITEMS PAYABLE TO VENDORS Rental / Buses / Airfare Fees : Attach Requisition Payable to _____ Deadline ____/____/____ (2) \$ _____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form Payable to _____ Deadline ____/____/____ (3) \$ _____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 597.46

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total
1998	41	702	99	000	6419	00	

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____

United Independent School District
Request for Travel Authorization and Payment
 SUPERINTENDENT AND BOARD MEMBERS

Name: Juan Antonio Molina Date: _____
 Board Member/ Superintendent Vendor Number: 25013 Home Address: 103 Cenizo Loop Laredo, TX 78046 Zip Code: _____
 Destination: San Antonio, TX Travel # 3 of 5 Maximum of 5 District paid conferences per school year (Sept-Aug)
 Purpose of Trip: 29th Annual Computing Conference
 (Attach Detailed Description of Conference)
 Departure Date: 6-29-08 Time: 12:00pm Return Date: 7-2-08 Time: 8:00pm

General Operating
 Meals: Receipts Required for amounts above Per Diem Rates

Breakfast						
<u>6/19 - Lunch</u>	}	<u>3</u>	X	\$ <u>54.00</u>	\$ <u>210⁰⁰</u>	
<u>6/19 - Dinner</u>		# of meals		Per Diem Rate		
		<u>1</u>		<u>19.00</u>	<u>29.00</u>	

Lodging: Itemized Receipt Required

Cost of Lodging: _____ # of nights X \$ _____ = (Room Rate May Not Exceed \$160.00 per night) \$ 0.00

City Tax: _____ X 0.000% X _____ = (Exempt from State Tax) \$ 0.00
 (Room Rate) X Tax % X # of nights

Personal Vehicle: 154.2 # of Miles X 2 X $\frac{\$0.505}{\text{mile}}$ = \$ 155.74
 *(Use Chart on Back)

Sub-Total (1) \$

ITEMS PAYABLE TO VENDORS

Rental / Buses / Airfare Fees : Attach Requisition (2) \$ _____
 Payable to _____ Deadline ____/____/____

Registration Fees/Entrance Fees: Attach Requisition & Registration Form (3) \$ _____
 Payable to _____ Deadline ____/____/____

(1)+(2)+(3) = TOTAL FOR TRIP \$ 365⁷⁴

Signature of Board Member/Superintendent _____ **Date** _____

By Signing this statement, Trustee understands that a minimum of eighty percent (80%) attendance is required for each session of the conference paid by the District.

Fund Year	Func	Org	Prg. Code	Local Option	Obj	Sub Obj	Total
1998	41	702	99	000	6419	00	

Budget Codes must be completed by the appropriate personnel before trip will be approved.

Board President _____ **Date** _____

Approved by the Board of Trustees on: _____ **Date** _____

For Accounting Office Use Only

Budget Accountant/Staff Accountant _____ Date _____