

Request for Extended Travel

NAME: Karen Gray

DATE: January 11, 2012 DEPT/BUILDING Parkrose District Office

PURPOSE: 46th AAIE Annual Conference - Building Cultures of Integrity: Ethical school Leadership, Ethical Governance, and Ethical School Climates

DISTRICT BENEFIT: Personal Business

TRAVEL DETAILS: 1. DESTINATION: Boston, MA

2. DATES: February 9-12, 2012

Table with 3 columns: ESTIMATED EXPENSES, DESCRIPTION, COST. Rows include TRAVEL, MEALS, LODGING, REGIS/FEES, SUBSTITUTE, OTHER, and TOTAL.

BUDGET SOURCE(S): Personally Paying for trip. 1. GENERAL FUND: \$0 Superintendent is paying for the trip

2. WORKSHOP FUNDS:

3. CONTRACT REQUIREMENT:

ML 1/18/12

4. OTHER: \_\_\_\_\_

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

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**SUPERVISOR SIGNATURE** \_\_\_\_\_

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

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**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:** Karen L. Gray

**DATE:** 1/12/12