

Request for Extended Travel

NAME: Helen Ying

DATE: August 28, 2008 DEPT/BUILDING Parkrose High School-Assistant Principal

PURPOSE: AVID Data Analysis Trainings-Using data to inform instructional practice and shape school culture

DISTRICT BENEFIT: _____

TRAVEL DETAILS : 1. DESTINATION : San Diego, California

2. DATES: November 12-14, 2008

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline Ticket	\$329.00
MEALS	Per Diem	\$95.00
	Nov. 12 – Dinner \$25.00	
	Nov. 13 – Breakfast, Dinner = \$35.00	
	Nov. 14-Breakfast, Dinner=\$35.00	
LODGING	Hampton Inn – 161.10 x 2 nights	\$322.20
REGIS/FEES	Registration	\$450.00
SUBSTITUTE		0
OTHER	Transportation-Taxi \$10.00 to 15.00 one way	\$40.00
	Taxi to and from Hotel to Training \$10.00	
TOTAL		\$1236.20

BUDGET SOURCE(S):

1. GENERAL FUND: 51-79-2240-64-0342 - 786.20

51-79-2240-64-0641 - 450.00

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

mm 9/11/08

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____


SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K Gray 9/8/08

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: 9-4-08