

## Request for Extended Travel

*(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)*

**NAME:** Sharie Lewis

**DATE:** 8-14-15

**DEPT/BUILDING:** District Office

**PURPOSE:** Attend the annual Association of School Business Officials Conference to be held in Grapevine, Texas.

**DISTRICT BENEFIT:**

This is an opportunity for professional development from the organization that supports school business managers internationally. This is the yearly conference to develop the school business manager.

I am requesting that this conference be paid from the General fund which has dollars budgeted for professional development.

**TRAVEL DETAILS:**    1. **DESTINATION:** Grapevine, Texas

2. **TRAVEL DATES:** October 22, 2015 – October 26, 2015

<i><u>ESTIMATED EXPENSES:</u></i>	<i><u>DESCRIPTION</u></i>	<i><u>COST</u></i>
• TRAVEL	Airfare	\$294.00
• MEALS	Per diem	\$244.00
• LODGING	Conference hotel	\$1039.60
• REGIS/FEES	Conference registration	\$914.00
• SUBSTITUTE		
• OTHER	Airport Shuttle	\$42.00

**TOTAL: \$2533.60**

**BUDGET SOURCE(S):**

Source	Budget Code	Amount
• GENERAL FUND:	100.2210.0244.100.330.000	\$2533.60
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:		

**TOTAL: \$2533.60**

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

~~\_\_\_\_\_~~

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

SEND FORM TO SUPERINTENDENT/DESIGNEE:

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

Premiere national conference  
for Bus. managers. Please approve.  
H Gray  
8/31/15

**BOARD ACTION:**

NOT-REQUIRED \_\_\_ REQUIRED  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:** 8/26/15