

# Parkrose School District 3

Code: DLC-AR Annex 2 &/or IICA-AR  
 Adopted: 5/29/01  
 Revised: 12.8.23

## Request for Extended Travel and/or Field Trips and Special Events

*Expenses for travel will be reimbursed when the travel has the advance authorization of the travelers Supervisor. Out-of-state travel or travel beyond 200 miles will, additionally, require prior Board approval, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel," DLC-AR-Annex 2, will be completed prior to travel and authorized at the appropriate level. (DLC 05/06)*

*Field trips and other curricular/co-curricular activities involving travel (out-of-state travel or travel beyond 200 miles) may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals. (IICA 3.13.23)*

*In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. (IICA 3.13.23)*

<b>Staff/Student Name(s), school &amp; grade levels or total # of staff by school or department:</b>	Sharie Lewis		
<b>Destination (city/state):</b> Tampa, FL	<b>Dates of travel:</b>	March 4, 2024-March 8, 2025	
<b>Conference name &amp; purpose for attending:</b> 2025 Leadership Forum	Dates of Travel: May 19-23, 2025 Destination: Penticton, BC <hr/> Dates of Travel: June 16-19, 2025 Destination: Annapolis, MD		
<b>Additional details (include support documents or conference web address):</b>			
ASBO INTERNATIONAL IS PAYING FOR AIRLINE, HOTEL, PER DIEM, TRANSPORTATION			

<b>ESTIMATED EXPENSES:</b>	<b>DESCRIPTION (list a description, indicate # of people, # of dates and multiply for a total cost)</b>	<b>COST</b>
<b>TRAVEL</b> (plane, train or automobile)		0
<b>LODGING</b> (hotel name, fees & number nights)		0
<b>PER DIEM</b> (detail # of breakfasts, lunches & dinners)		0


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<b>REGISTRATION FEES</b>		0
<b>OTHER</b> (bus, uber, sub costs, etc.)		0
Name of authorized person completing this form:	<b>TOTAL</b>	0

**Budget Codes** list all that apply, include budget code #, name of budget source and total amounts per code #

Signature:  Date: 1/15/25  
 Director of Business Services & Operations/CFO Sharie Lewis

- All volunteer/chaperones must be authorized by the district in accordance with the Board's Volunteer Policy IICC & district protocols.
- Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file in the school office for a period of one year. (IICA 3.13.23)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal/Supervisor

Signature:  Date: 1/14/25  
 Superintendent or Designee

Board Approved  
 Board Denied  
 Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Order Receipt**

1 message

membership@asbointl.org <membership@asbointl.org>  
To: "Sharie Lewis, CPA, SFO" <sharie\_lewis@parkrose.k12.or.us>  
Cc: tboulware@asbointl.org

Th



Thank you Sharie!

Your order has been placed. Please retain this email for your records. If you have any questions please contact Theresa Boulware at tboulware@asbointl.org

Here are the details of your order.

**Order Number:** 65492.00  
**Order Date:** Dec 12, 2024 3:10 PM  
**Bill To:** Sharie Lewis, CPA, SFO  
**Order Total:** 0.00

*Sharie Lewis*  
*Leadership Reg.*

**Item**

2025 Leadership Forum - Sharie Lewis, CPA, SFO  
When: Mar 6, 2025 - Mar 7, 2025  
Where: Tampa, Florida,

Price	Quantity
0.00	1

Registration option: Mar 6, 2025 - Complimentary Registration

**Program Items:**

- Mar 4, 2025: Board Registration
- Mar 5, 2025: Eagle Institute Workshop - Proudly Sponsored by Equitable
- Mar 6, 2025: ThursTrack: Innovative Leadership - Added
- Mar 7, 2025: Friday Closing Reception
- Mar 7, 2025: Friday Scavenger Hunt
- Mar 7, 2025: FriTrack: Leadership Behaviors - Added

Item	Item Grand	Transaction Grand	Balance
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Thank you!

ASBO International

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