

Request for Extended Travel

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

NAME: Alaina Langdahl
DATE: 1/13/2015

DEPT/BUILDING Parkrose High School

PURPOSE:

The purpose of my trip is to go to the AP reading in Louisville, Kentucky where I will score AP Literature essays; also, I will attend workshops on teaching literature, poetry, and writing more effectively.

DISTRICT BENEFIT:

I will obtain a plethora of knowledge on teaching AP Literature and be trained in more refined, effective, and current techniques for teaching AP. Besides receiving extensive training on grading AP essays, which is a major part of my job, the College Board offers various workshops every evening. I will be participating in a poetry workshop, Shakespeare workshop, British literature workshop, and teaching reading and writing workshop.

TRAVEL DETAILS: 1. **DESTINATION:** Louisville, Kentucky
2. **TRAVEL DATES:** 6/08-6/16

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Flights to and from KY	\$562.00
	3 x 7 days plus 2 during travel days	\$300.00
• MEALS		
• LODGING	7 nights in Louisville	\$1,358.00
• REGIS/FEES		
• SUBSTITUTE	Admin Covers	
• OTHER		

TOTAL: \$2,220.00

BUDGET SOURCE(S):

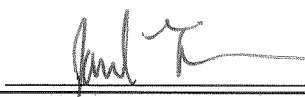
Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:	College Board pays for food, travel, and lodging.	\$2,220.00

TOTAL: \$2,220.00

ML 2/11/15

SUPERVISORS RECOMMENDATION AND COMMENTS:

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SUPERVISOR SIGNATURE: 

Becky,
Alaina teaches mostly Seniors so she won't have many classes that last week. The Admins will cover the other classes.
Thanks,
Nicole

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve K Gray 2/18/15

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: Alaina M. Langdall

DATE: 1/13/2015