

# HARVEY PUBLIC SCHOOLS DISTRICT 152

## CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST

Please submit one copy of any information you may have concerning this request at least TWO WEEKS BEFORE requested C/C/W date(s). 8/9/18

Name of Person (please print): Royce Thomas

Grade/Subject/School: Whitman School

Name/Date of C/C/W: Nabse Conference 11/7/18 - 11/11/18

Location of C/C/W: Baltimore, Md.

Give a tentative summary of expected expenses(s):

Registration:	\$ <u>435.00</u>
Travel:	\$ _____
Food:	\$ _____
Lodging:	\$ <u>796.00</u>
Other:	\$ _____
Estimated Total:	\$ _____

Membership \$ 100.00

Will a substitute be required? Yes ☐ No ☒ All Day? Yes ☒ No ☐ AM ☐ PM ☐

LONG RANGE PLAN \_\_\_\_\_ GOAL \_\_\_\_\_ Explain what you desire to gain by attendance:

To learn & implement strategies  
on being an effective principal.

Royce Thomas 8/8/18 \_\_\_\_\_  
Applicant's Sig/Date Principal's Sig/Date Administrator's Sig/Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO SUPERINTENDENT OR ADMINISTRATOR WITHIN ONE WEEK AFTER THE CONFERENCE/CONVENTION/WORKSHOP.

### OFFICE USE ONLY

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE \_\_\_\_\_

Account Name & Number: \_\_\_\_\_

PO # \_\_\_\_\_ CHECK REQUEST: Accounts Payable \_\_\_\_\_ Payroll \_\_\_\_\_ Imprest \_\_\_\_\_

Substitute Account Name/Number: \_\_\_\_\_

Name of Substitute Called: \_\_\_\_\_

Marjorie 8/10/18  
Business Manager Signature/Date

[Signature]  
Superintendent's Signature/Date

COPIES TO: \_\_\_\_\_

FORM #140 REVISED 04-96

# The National Alliance of Black School Educators 46th Annual Conference

## General Options

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**Name:**

Roxie Thomas

**Position/Title:**

Principal

**District/Organization/Company:**

Harvey Public School District 152

**Address:**

16001 Lincoln Avenue

Harvey, Illinois 60426

USA

**Number of People Registered:**

1

**Confirmation Number:**

**J2NB3CJ7KNR** (needed to modify your registration)

**Event Title:**

The National Alliance of Black School Educators 46th Annual Conference

**Location:**

Baltimore Convention Center

1 West Pratt Street

Baltimore, Maryland 21201

USA

**Date:**

11/06/2018

## Current Registration Details

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**Roxie Thomas**

### Agenda Items

**Registration Item**

Full Registration

### Additional Registration Items

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**Date and Time**

11/09/2018 12:00 PM

**Session**

Founding Members Luncheon

**Date and Time**

11/10/2018 6:30 PM

**Session**

Annual Banquet

**Pending Order Summary**

*- Need Reimbursement*

**Order**

<b>Date</b>	<b>Payment Method</b>	<b>Amount Ordered</b>	<b>Pending</b>
07/23/2018 ET	Mastercard	\$435.00	





*Hotel  
Conf. # 3482080756*

Roxie Thomas <rthomas@harvey152.org>

**\*The Hilton Baltimore Reservation Confirmation**

The Hilton Baltimore Team <groupcampaigns@pkghlrss.com>  
Reply-To: tracking@pkghlrss.com  
To: RTHOMAS@harvey152.org

Wed, Aug 8, 2018 at 9:41 AM



NABSE / National Alliance of Black School Educators  
Baltimore Hilton  
Nov 4, 2018 to Nov 10, 2018

**RESERVATION CONFIRMATION**

We are pleased to confirm your reservation at Baltimore Hilton. Our staff is looking forward to your arrival for NABSE / National Alliance of Black School Educators. Below you will find details of your reservation. If your travel plans change and you need to modify your reservation, please [click here](#).

Hotel Confirmation	3482080756
Date Booked	Aug 8, 2018
Reservation Name	ROXIE THOMAS
Arrival Date	Nov 7, 2018
Departure Date	Nov 11, 2018
Room Type	King Bed
Number of Guests	1

Night by Night Rate	<b>Date</b>	<b>Guest(s)</b>	<b>Status</b>	<b>Rate</b>
	Nov 7, 2018	1	Confirmed	199.00
	Nov 8, 2018	1	Confirmed	199.00
	Nov 9, 2018	1	Confirmed	199.00
	Nov 10, 2018	1	Confirmed	199.00
<b>Additional Guest      Rate</b>				
Second Guest				0.00
<b>Total Charge</b>	796.00			
<b>Tax Disclosure</b>	Room Rates shown do not include 9.50% Lodging Tax and 6.00% State Tax Per Night (subject to change). Total charges presented on the website will include all room fees and taxes.			
<b>Add-Ons</b>				
<b>Cancel Policy</b>	Cancellations made within 72 hours of arrival will forfeit one night's room and tax.			



401 West Pratt Street | Baltimore, MD | 21201

t: 443-573-8700 | f: 443-683-8841

This transmission is not a digital or electronic signature and cannot be used to form, document, or authenticate a contract. Hilton accepts no liability arising in connection with this transmission

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