



Parkrose School District #3
As Per Board Policy DLC/DLC-AR
Request for Extended Travel
(Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: Sharie Lewis

DATE: April 9, 2019 DEPT/BUILDING District Office

PURPOSE: 2019 Governmental Accounting Standards Board (GASB) - Revenue and Expense Recognition Project Task Force Meeting

TRAVEL DETAILS: DESTINATION : Flushing, New York DATES: May 14-15, 2019

GASB is paying for all expenses

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline \$403.60	\$ 0
LODGING	Sheraton LaGuardia East Hotel – Conference is paying for the 1 night room stay	\$0
PER DIEM	Conference Provides: May 15 –Breakfast & Lunch May 14:Breakfast,Lunch,Dinner \$66.00 May 15-Dinner \$33.00 Conference will reimburse the district	\$ 99.00
REGISTRATION		\$0
OTHER	Hotel has shuttle	\$ 0
TOTAL		\$ 99.00


BUDGET SOURCE(S) NAME: _____ Travel Budget Code _____ Amount \$99.00
100.0000.9142.100.000.000

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 4/10/19

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 4/17/19

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

March 22, 2019

TO: Members of the Revenue and Expense Recognition Task Force

CC: GASB Members and Staff

FROM: *Greta DeAngelis*

SUBJECT: May 15, 2019 Meeting Survey

We will be holding a **task force meeting** to discuss issues related to the selection of a model for the *Revenue and Expense Recognition* project on **Wednesday, May 15, 2019**. The meeting will take place from **8:30 a.m. to 3:30 p.m.** at the **Sheraton LaGuardia East Hotel**, 135-20 39th Avenue, Flushing, New York (718-460-6666). You will receive discussion materials in advance of the meeting, we expect to distribute them the week of April 29. The attire for the meeting will be business casual.

Sleeping rooms have been reserved for Tuesday, May 14 (\$209.00 per night, single or double, plus applicable state and local taxes, which are currently 14.75% and a \$3.50 occupancy tax). If you are seeking reimbursement from the GASB for your accommodations, they need to be booked through our guest room block by the deadline.

Check-in time is 3:00 p.m. and check-out time is 12:00 p.m. You may cancel your reservation 72 hours prior to check-in without penalty. Please be sure to return the attendance and accommodations questionnaire to me by Friday, April 19, so I can confirm your stay. (Please e-mail your attendance questionnaire to me at ghdeangelis@gasb.org. E-mail is best, but if you need to fax it, the number is 203-849-9714.) Please note the credit card information that has been requested.

The hotel offers a free shuttle from LaGuardia airport to the hotel that runs every 30 minutes between 4:30 a.m. and 12:30 a.m. Please call the hotel directly at 718-460-6666, and they will direct you to the pick-up location for your particular terminal. Those using other airports also may get transportation information from the hotel. If you are driving to the hotel, we have a special parking rate of \$10.00 per day; overnight parking is \$14.00. To receive the discounted rate, let the garage attendant know you are with the GASB group in the hotel.

Because the GASB is a not-for-profit organization with limited funds, your assistance in controlling travel cost is greatly appreciated. In particular, we would appreciate it if your organization or employer is able to support your travel costs. If not, we will reimburse you for all reasonable travel expenses within the list of allowable costs below. (Note that amounts in excess of \$25 must be accompanied by an itemized receipt.)

Allowable reimbursable expenses:

- Airfare or train fare—We will try to announce meetings at least one month in advance so that discount fares may be obtained. If you will be requesting reimbursement from the GASB for the cost of your airfare or train fare, please contact me (ghdeangelis@gasb.org, 203-956-5289) for assistance before you purchase the ticket.
- Automobile travel is reimbursable at the current rate per mile (.58) established by the Internal Revenue Service.

- **Hotels**—If you need a hotel room, the GASB will make a reservation for you. Please contact me for assistance.
- **Meals**—The GASB will provide a continental breakfast and a lunch; reasonable costs of other meals are reimbursable.
- **Other travel expenses**—Reasonable expenses incurred for travel to and from your departure point (for example, tolls, parking fees, and airport shuttle) are reimbursable.

As noted above, the meeting will adjourn at 3:30 p.m. on Wednesday. Please try to book your departing flight for after 6:00 p.m. as the airport suggests arriving 2 hours before your boarding time to go through the check-in and security lines for domestic flights. LaGuardia airport still is under construction and travel time to the terminals remains adversely impacted.

I would appreciate your quick response regarding your meeting attendance and look forward to seeing you in May. ~ Greta

ATTENDANCE AND ACCOMMODATIONS QUESTIONNAIRE

Open Meeting of: Revenue and Expense Recognition Task Force

Meeting Date: Wednesday, May 15, 2019

Meeting Place: East Elmhurst, NY

PLEASE ANSWER ALL PERTINENT QUESTIONS:

Attendee's Name: _____

Meeting Attendance: _____ will attend _____ will not attend

I have special dietary needs, which are: _____

Hotel Accommodations (Please circle):

King Bed or Two Doubles? Room Not Necessary

Arrival Date: _____ Departure Date: _____

Hotel reservations will be made at: Sheraton LaGuardia East Hotel
135-20 39th Avenue
Flushing, NY
718-460-6666

THE ROOM RATE IS \$209.00 (PLUS 14.75% STATE AND CITY TAXES AND A \$3.50 OCCUPANCY TAX) PER NIGHT (SINGLE OR DOUBLE). PLEASE INDICATE A MAJOR CREDIT CARD NUMBER AND EXPIRATION DATE:

_____ (_____) _____
Card Number (Exp. date)

All reservations will be guaranteed for late arrival. If it becomes necessary to cancel your reservation, please notify GASB staff member Greta DeAngelis at (203) 956-5289 or (that day) call the hotel directly. You may cancel your reservation 72 hours prior to arrival without penalty.