

## 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 DEI	PT/BUILDING District Office			
PURPOSE: 2019 Governmental Ac Force Meeting	ecounting Standards Board (GASB) - Revenue and Expense Re	cognition Project Task		
TRAVEL DETAILS: DESTI	NATION: Flushing, New York DATES: May 14-15, 20	19		
10	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		
	Conference Provides: May 15 –Breakfast & Lunch May 14:Breakfast,Lunch,Dinner \$66.00 May 15-Dinner \$33.00	\$ 99.00		
PER DIEM	Conference will reimburse the district	\$0		
REGISTRATION				
OTHER	Hotel has shuttle	\$ 0		
TOTAL		\$ 99.00		
BUDGET SOURCE(S) NAME: Travel Budget Code Amount 100.0000.9142.100.000.000 \$99.00  BUSINESS SERVICES DIRECTOR SIGNATURE: DATE: 4/16/14  SUPERVISORS RECOMMENDATION AND COMMENTS:				
SUPERVISOR SIGNATUREDATE:				
SUPERINTENDENT/DESIGNEE RISUPERINTENDENT/DESIGNEE SI	ECOMMENDATIONS/COMMENTS:  GNATURE DAT	E: <u>4/17/19</u>		
BOARD ACTION:	_APPROVEDDISAPPROVED DATE	3:		



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 39<sup>th</sup> 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 <a href="mailto:ghape-new-ma

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, 203-9565289) for assistance before you purchase the ticket.
- Automobile travel is reimbursable at the current rate per mile (.58) established by the Internal Revenue Service.

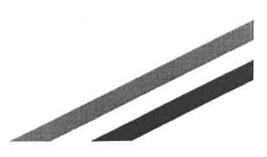




- Hotels—If you need a hotel room, the GASB will make a reservation for you. Please contact
  me for assistance.
- Meals—The GASB will provide a continental breakfast and a lunch; reasonable costs of other meals are reimbursable.
- Other travel expenses—Reasonable expenses incurred for travel to and 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.  $\sim$  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	<u>.</u>		
PLEASE ANSWER	R <i>ALL</i> PERTINENT	QUESTIONS:		
Attendee's Name:				
Meeting Attendance	e:will atte	ndwill not attend		
I have special dieta	ary needs, which ar	e:		
Hotel Accommoda	tions ( <b>Please circle</b>	<u>»):</u>		
King Bed or Two D	oubles? Room	Not Necessary		
Arrival Date:	-	Departure Date:	* 	
Hotel reservations	will be made at:	Sheraton LaGuardia East 135-20 39 <sup>th</sup> Avenue Flushing, NY 718-460-6666		
OCCUPANCY TAX		•	TAXES AND A \$3.50 SE INDICATE A MAJOR CREDIT	
Card	Numb	er	(Exp. date)	
Oaiu	1401110	O1	(Exp. 6616)	

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.

