

Request for Extended Travel

NAME: Molly Davies

DATE: September 30, 2011 DEPT/BUILDING Parkrose Middle School

PURPOSE: 2011 AVID National Conference - College and Career-Ready Students: A Pledge to the Future

DISTRICT BENEFIT: Molly has been invited to serve in the Oregon AVID Principal Leadership Collaborative. By attending the AVID National Conference, Molly will be able to meet with the National AVID Principal Leadership Council. This opportunity will change Molly's leadership ability with AVID for the District.

TRAVEL DETAILS: 1. DESTINATION: Orlando, FL

2. DATES: December 7-10, 2011

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline	\$522.00
MEALS	Per Diem	\$264.00
	December 7 - 10 \$66.00 X 4 days	
LODGING	Hilton Bonnet Creek Hotel \$157.50 with tax X 3 nights	\$472.50
REGIS/FEES		\$0
SUBSTITUTE		\$0
OTHER	Shuttle Van Shared Round Trip \$34.00	\$34.00
TOTAL		\$1,292.50

BUDGET SOURCE(S):

*need account code
& amount*

*1/2 Superintendent
\$646.25*

1. GENERAL FUND: 1/2 School Improvement Department and 1/2 Superintendents Budget

1/2 School Improvement 100.2213.0342.120.350.000 \$646.25

2. WORKSHOP FUNDS: _____

*100-2321-342
\$646.25 130,200
000*

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

DK mm 12/18/11

SUPERVISORS RECOMMENDATION AND COMMENTS:

See Below

SUPERVISOR SIGNATURE

Karen Gray 10/6/11

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

Recommend Approval-

Conference fees saved by OCAMP Grant for Yuki and Karen will pay for it.

BOARD ACTION: _____ 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: _____

Molly T. Davis

DATE: _____

10.10.11