

Request for Extended Travel

NAME: Yuki Monteith

DATE: January 12, 2010 **DEPT/BUILDING** District Office, Parkrose High School & Parkrose Middle School

PURPOSE: Group of 4 Attending AVID Summer Institute 2010 Sacramento, CA

Group of 2 Parkrose High School teachers - TBD

Group of 2 Parkrose Middle School teachers – TBD

DISTRICT BENEFIT: Continuous school improvement efforts through expansion of AVID professional development of staff at the Secondary level.

TRAVEL DETAILS: 1. **DESTINATION:** Sacramento, CA

2. **DATES:** July 12-16, 2010

<i><u>ESTIMATED EXPENSES:</u></i>	<i><u>DESCRIPTION</u></i>	<i><u>COST</u></i>
TRAVEL	Airlines - \$215.40 x 4	\$ 861.60
MEALS	July 14- \$49.00 July 12-\$49.00 July 15- \$49.00 July 13-\$49.00 July 16- \$24.00 Total - \$220.00 X 4	\$ 880.00
LODGING	Hyatt Regency: Double Rooms – (1 Rooms) \$211.65 with tax x 1 Rooms x 5 nights Single Room (1 Room) \$211.65 with tax x 1 Room x 5 nights \$ 1,058.25 x 2 rooms= \$ 2,116.25	\$ 2,116.50
REGIS/FEES	\$670.00 X 4 (Early Bird Registration by May 1)	\$ 2,680.00
SUBSTITUTE		0

mm 11/5/10

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OTHER	Transportation - (7 passenger Van)	\$ 100.00
	To the hotel: Super Shuttle - \$50.00 a van X 1 = \$ From the hotel: Super Shuttle - \$50.00 a van X 1 = \$	
TOTAL		\$ 6,638.10

BUDGET SOURCE(S):

1. GENERAL FUND: 51-79-2240-64-0342
2. WORKSHOP FUNDS: _____
3. CONTRACT REQUIREMENT: _____
4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK - continues all work as
AV10 - Rfg

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: Jac Mendeth DATE: 1-13-10