

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: MARY LARSON

DATE: 10/22/14

DEPT/BUILDING: BUSINESS SERVICES

PURPOSE:

Attend the annual Association of School Business Officials Leadership Conference to be held in San Diego, California.

DISTRICT BENEFIT:

This is an opportunity for professional development from the organization that supports school business managers internationally. This is the yearly leadership conference to develop the school business manager. The conference this year is centered towards leadership and leading change..

I am requesting that this conference be paid from the General Fund which has dollars budgeted for professional development.

- TRAVEL DETAILS:** 1. **DESTINATION:** San Diego, California
2. **TRAVEL DATES:** February 19, 2015 – February 21, 2015

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Air fare	225.00
• MEALS	Per diem \$ 66 per day	79.00
• LODGING	Conference hotel \$212.00	424.00
• REGIS/FEES	Conference registration	450.00
• SUBSTITUTE		
• OTHER	Airport transfer	24.00

TOTAL: \$1202.00

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:	100-2240-0244-100-330-000	1202.00
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:		

TOTAL: \$1202.00

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*please approve
K Gray
10/23/14*

BOARD ACTION:

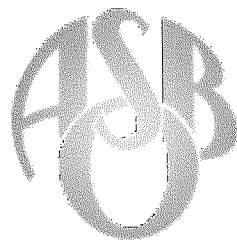
NOT-REQUIRED ___ REQUIRED APPROVED ___ DISAPPROVED ___

DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: *Mary Yareson*

DATE: 10/22/14



ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL

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Schedule

Professional Development & Events

Thursday, February 19

7:00 a.m. – 6:00 p.m.

8:30 a.m. – 4:00 p.m.

2:00 p.m. – 5:00 p.m.

4:15 p.m. – 5:30 p.m.

6:00 p.m. – 7:30 p.m.

Registration

Strategic Governance Symposium

(Invitation Only)

Committees Meeting

(Invitation Only)

Affiliate Executive Directors Business Meeting

(Invitation Only)

Welcome Reception with Exhibits

Friday, February 20

7:00 a.m. – 12:00 p.m.

7:15 a.m. – 8:00 a.m.

8:00 a.m. – 11:30 a.m.

Registration

Continental Breakfast

Developing Your Leadership Point of View

Successful leaders want the people they support and depend on to succeed—a goal that requires an environment of trust and mutual understanding. Your ability to communicate your Leadership Point-of-View (LPOV) is key to fostering trust among your colleagues. The LPOV is your personal “elevator pitch”—it describes your journey, values, goals, and expectations. Learn how to craft your LPOV and be inspired to share it with those you lead.

Presenter

Marjorie Blanchard, Ph.D., Master of Science in Executive Leadership faculty at the University of San Diego, has earned a worldwide reputation as an accomplished management consultant, a best-selling author, and an entrepreneur. She is the co-recipient of the Entrepreneur of the Year award from Cornell University.



9:30 a.m. – 9:45 a.m.

11:30 a.m. – 12:15 p.m.

1:00 p.m. – 5:00 p.m.

Break

Lunch

Behind the Scenes at Sea World (Field Experience)

For more than 50 years, SeaWorld has been a leading marine zoological park, delivering personal, interactive, and educational experiences that blend imagination with nature and enabling guests to celebrate, connect with, and care for the natural world we share.

What leadership skills does it take to run the shows and attractions at SeaWorld while maintaining the core commitment to animal care and well-being, conservation, and education? Speak with experts in animal care and training, as well as those behind the scenes in production, operations, culinary, and communications, to gain insights that are applicable to leading your school district.

5:30 p.m. – 6:30 p.m.

Wine and Cheese Reception

Saturday, February 21

7:15 a.m. – 8:00 a.m.

Continental Breakfast

8:00 a.m. – 12:00 p.m.

General Session: Leading Change

Is your workplace changing at a dizzying clip? New procedures, technology, and initiatives are exciting in principle, but are can be disruptive. Most change efforts require significant adjustments in how your team members get work done, and you need their buy-in and commitment. Roughly 70% of change efforts fail or get derailed for predictable reasons. Learn how to use this predictability to minimize the risks associated with change.

Presenter

Patricia Zigarmi, Ed.D., Master of Science in Executive Leadership faculty at the University of San Diego, is a highly regarded leadership and change management coach, experienced businesswoman, and coauthor of the best seller, *Leadership and the One Minute Manager*.



Continuing Professional Education (CPE) Credits

Earn up to 11.5 CPE credits in the Personal Development field of study by signing the attendance verification sheets at each session and completing the course evaluations (available online after the conference).

ASBO International is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have the final authority on the acceptance of individual courses for CPE credit.

The instructional delivery method for educational sessions is Group - Live, and no prerequisites or advance preparations are necessary for participation, unless otherwise indicated. ASBO staff monitors attendance at educational sessions offering CPE credit. Individuals who have not signed in or have not stayed for the requisite amount of time are not offered the opportunity to earn credit.

Complaint Resolution and Refund Policy

Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors (<http://www.learningmarket.org/>).

For more information regarding administrative policies, such as complaint resolution and refunds, contact our offices at: