

TRAVEL EXPENSES

Name	Elvia Villalobos	Department	District Office
Position	ELL Coordinator	Approved by	JC & MBK
Purpose	Spanish Literacy Institute 2017, Chevy Chase, MD		

TRIP DATES

Dates May 17-18, 2017

EXPENSES

Category	Dates	Details	Amount
Lodging		Courtyard by Marriott, Chevy Chase	494.94
	Tuesday, May 16, 2017-Friday, May 19, 2017		
Airfare		Travelocity, American Airlines	283.40
	May 16, 2017 – May 19, 2017		
Spanish Literacy Institute Conference			850.00
	May 16, 2017-May 19, 2017		
TOTAL			1,628.34