

Request for Extended Travel

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

NAME: Stevie Blakely

DATE: 6/18/09

DEPT/BUILDING: Sacramento School

PURPOSE: To represent the Parkrose School District at the Healthy Schools Forum. Sacramento is one of two schools in the state of Oregon to receive the Bronze Star award.

DISTRICT BENEFIT:

- To represent Parkrose School District and Sacramento School at the Healthy Schools Forum.
- To gain knowledge, understanding and benefits of this program.
- Planning information of how to attain the next level of recognition.
- Share information with all schools in the District.

TRAVEL DETAILS: 1. **DESTINATION:** NY, NY

2. **TRAVEL DATES:** August 4-7, 2009

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Air shuttle	\$700 \$35
• MEALS	Per diem 3 days @ \$49	\$147
• LODGING	3 days @ \$150	\$450
• REGIS/FEES		
• SUBSTITUTE		
• OTHER		

TOTAL: \$1342.

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:	0155241000	\$1342.00
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:		

TOTAL: \$1342.

** One trip to be paid by Healthy Schools Alliance*

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K Gray 6/29/09

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: _____

DATE: 6/29/09 _____

Request for Extended Travel

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

NAME: Claudia Rusek

DATE: 6/18/09

DEPT/BUILDING: Sacramento School

PURPOSE: To represent the Parkrose School District at the Healthy Schools Forum. Sacramento is one of two schools in the state of Oregon to receive the Bronze Star award. Health Schools Forum will pay 100% of travel costs to attend this conference and receive the Bronze Star award.

DISTRICT BENEFIT:

- To represent Parkrose School District and Sacramento School at the Healthy Schools Forum.
- To gain knowledge, understanding and benefits of this program.
- Planning information of how to attain the next level of recognition.
- Share information with all schools in the District.

TRAVEL DETAILS: 1. **DESTINATION:** NY, NY

2. **TRAVEL DATES:** August 4-7, 2009

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Air	\$700
	shuttle	\$35
• MEALS	Per diem 3 days @ \$49	\$147
• LODGING	3 days @ \$150	\$450
• REGIS/FEES		
• SUBSTITUTE	None needed	
• OTHER		

TOTAL: _____

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: Paid by Healthy Alliance	NO COST TO PSD	

TOTAL: \$1342

** One trip to be paid by -
Healthy Schools Alliance*

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: _____

M. Blahely

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K Gray 6/29/09

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: *Claudia Ruok*

DATE: *6/29/09*