

**Request for Extended Travel**

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

NAME: Alaina Langdahl

DATE: 1/13/2012

DEPT/BUILDING Parkrose High School

**PURPOSE:**

The purpose of my trip is to go to the AP reading in Louisville, Kentucky where I will score AP Literature essays; also, I will attend workshops on teaching literature, poetry, and writing more effectively.

**DISTRICT BENEFIT:**

I will obtain a plethora of knowledge on teaching AP Literature and be trained in more refined, effective, and current techniques for teaching AP. Besides receiving extensive training on grading AP essays, which is a major part of my job, the College Board offers various workshops every evening. I will be participating in a poetry workshop, Shakespeare workshop, British literature workshop, and teaching reading and writing workshop.

TRAVEL DETAILS: 1. DESTINATION: **Louisville, Kentucky**  
2. TRAVEL DATES: 6/08-6/16

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Flights to and from KY	\$562.00
	3 x 7 days plus 2 during travel days	\$300.00
• MEALS		
• LODGING	7 nights in Louisville	\$1,358.00
• REGIS/FEES		
• SUBSTITUTE		
• OTHER		

TOTAL: \$2,220.00

**BUDGET SOURCE(S):**

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER:	College Board pays for food, travel, and lodging.	\$2,220.00

TOTAL: \$2,220.00

*MLL 1/20/12*

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISORS RECOMMENDATION AND COMMENTS:

Sub is not required.

SUPERVISOR SIGNATURE:

*Anna T. Gomez*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK - does this service annually. K Gray 1-31-12

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:

*Alaina M. Lonsdale*

DATE:

*1-15-2012*