

## Request for Extended Travel

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

NAME: JOHN SCHUMACHER

DATE: 9-14-2010

DEPT/BUILDING

FL / HS

## PURPOSE:

INTERACTION/TRAINING WITH EDUCATORS WHO INCORPORATE AND VALUE TEACHING LANGUAGE AND CULTURE TO STUDENTS. COMMUNICATION AND CULTURE STANDARDS WILL BE STRESSED DISTRICT BENEFIT:

I WILL RECEIVE ADDITIONAL TRAINING TO RAISE MY CLASSROOM EFFECTIVENESS. STUDENTS WILL BE BETTER PREPARED TO ENGAGE IN COMMUNICATIVE SITUATIONS AS A RESULT OF MY TRAINING. THESE BENEFITS ALL COME TO THE DISTRICT AT NO CHARGE (OTHER THAN MY WORKSHOP DOLLARS)

TRAVEL DETAILS: 1. DESTINATION: PLAYA DEL CARMEN, Mexico  
2. TRAVEL DATES: JAN. 13-17, 2011

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL 469.00	air	\$ 469.00
• MEALS 100.00	meals	\$ 100.00
• LODGING $96.00 \times 4 = 384.00$	4 nights	\$ 384.00
• REGIS/FEEs		
• SUBSTITUTE	\$ 197.00 x 2	\$ 394.00
• OTHER		

ESTIMATED @ \$ 953.00

TOTAL: \$ 1,347.00

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:	12-31-2240-64-0243	\$ 394.00
• CONTRACT REQUIREMENT:		
• OTHER: all other expenses paid for	all covered	\$ 953.00

TOTAL: \$ 1,347.00

mm 10/20/10

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

**SUPERVISOR SIGNATURE:**

*Ana A. Gonzales*

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

*Recommend approval  
K. Gray*

**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:** \_\_\_\_\_



**American Council for International Studies**  
1520 16th Street 800 798 9710  
Suite D 916 448 7497 Fax  
Sacramento, CA 95814 [www.acis.com](http://www.acis.com)

September 10, 2010

Dear John,

You have been selected by the American Council for International Studies to participate in a Global Teachers Conference, January 13-17, 2010 in Mexico.

You will have the opportunity to interact with educators from across the United States who incorporate and value the teaching of language and culture to students. ACIS feels it is more important than ever before, for American students to be "globally educated." We are very happy to give teachers the venue of Mexico to discuss and ponder these academic challenges. The excursions included will address Foreign Language standards one and two: Communication and Culture.

If I can provide further information concerning this Conference, please let me know. We look forward to having Oregon represented by Parkrose High School in Mexico in January.

Sincerely,

A handwritten signature in cursive script that reads "Lynne Freeman". The signature is written in dark ink and is positioned above the printed name.

Lynne Freeman  
Regional Director