

HARVEY PUBLIC SCHOOLS DISTRICT 152
CONFERENCE/CONVENTION/WORKSHOP ATTENDANCE REQUEST

Please submit your request with all support at least **TWO WEEKS BEFORE** requested C/W/W date(s).

Name of Person (please print): Dr. GEORGETTE LEE

Grade/Subject/School: CASE MANAGER (Lowell, Sundberg, Riley, Whittier)

Name of C/C/W: CEC 2017 CONFERENCE

Date / Location of C/C/W: April 19-22, Boston MA

Give a tentative summary of expected expense(s):

Registration:	\$ <u>574.00</u>
Travel:	\$ <u>171.20</u>
Food:	\$ <u>100.00</u>
Lodging:	\$ <u>1030.04</u>
Other:	\$ _____
Estimated Total:	\$ <u>1,875.24</u>

Will a substitute be required? ___ Yes ☒ No ___ All Day ___ A.M. ___ P.M.

LONG RANGE PLANS ___ GOALS ___ Explain what you desire to gain by attendance.

To improve my knowledge & skill as a case manager & to share information gained with teachers & staff

Georgette Lee 12/10/16 Dr. Linnell 12/10/16 Dr. Linnell 12/10/16
Applicant's Sig./Date Principal's Sig./Date Administrator's Sig./Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO THE PROGRAM ADMINISTRATOR WITHIN TWO WEEKS AFTER THE CONFERENCE/CONVENTION/WORKSHOP. ALONG WITH THE APPLICABLE EXPENSE REPORT. EXPENSES WITHOUT VALID RECEIPTS WILL NOT BE HONORED.

____ Approved Date: _____ Disapproved Date: _____

Account Name/Number: 10-2210-390-99-46201 P.O. # _____

CHECK REQUEST: _____ Accounts Payable _____ Payroll _____ Imprest _____

Substitute Account Name/Number: _____

Name of Substitute Called: _____

B. Carpenter 12-9-16
Business Manager Signature/Date

[Signature] 12/10/2016
Superintendent's Signature Date

COPIES TO: _____

FORM #140 REVISED 8/01

Dr. Lee will be a moderator on Saturday (BDET) session

Council for Exceptional Children
2900 Crystal Drive, Suite 1000, Arlington, VA 22202

Item	Quantity	Price	Total
2017 Convention & Expo - Georgette G. Lee, Ph.D. When: 4/19/2017 - 4/22/2017 Where: Hynes Convention Center 900 Boylston Street Boston, MA 02115 Program Items:	1	574.00	574.00
• CEC 2017 Convention Registration	4/19/2017 9:00 AM		
• Workshop 5--Developing Legally Defensible IEPs	4/19/2017 9:00 AM		
	Item Total		574.00
	Shipping		0.00
	Handling		0.00
	Tax		
	Transaction Grand Total		574.00



Boston

Apr 18, 2017 - Apr 22, 2017 | Itinerary # 7228770672753

Chicago (ORD) → Boston (BOS)

NOT BOOKED

Apr 18, 2017 - Apr 22, 2017 , 1 round trip ticket

This flight is not booked. Book now to guarantee price and availability.

Traveler Information

No frequent flyer details provided

Adult

* Seat assignments, special meals, frequent flyer point awards and special assistance requests should be confirmed directly with the airline.

Apr 18, 2017 - Departure Nonstop

Total travel time: 2 h 27 m

Chicago	Boston	2 h 27 m
ORD 12:00pm	BOS 3:27pm	862 mi
Terminal 3	Terminal B	
American Airlines 1105		
Economy / Coach (N) Confirm seats with the airline *		

Apr 22, 2017 - Return Nonstop

Total travel time: 2 h 46 m

Boston	Chicago	2 h 46 m
BOS 3:48pm	ORD 5:34pm	862 mi
Terminal B	Terminal 3	
American Airlines 363		
Economy / Coach (S) Confirm seats with the airline *		

Airline Rules & Regulations

- We understand that sometimes plans change. We do not charge a cancel or change fee. When the airline charges such fees in accordance with its own policies, the cost will be passed on to you.
- Tickets are nonrefundable and nontransferable. A change fee of \$200.00 per ticket is charged by the airline for all itinerary changes.

Price Summary

Traveler 1: Adult	\$171.20
Flight	\$133.02
Taxes & Fees	\$38.18

Total: \$171.20

All prices quoted in US dollars.

Additional Flight Services

- The airline may charge additional fees for checked baggage or other optional services.

NOTE: Your credit card is being used as a guarantee only at this time. Please review all hotel policies related to this reservation. If you want to pay the required deposit by check, the check must be received no later than 03/07/2017.

Payment: Georgette Lee's VISA (Ending in 3350)

Boston Marriott Copley Place

Single Occupancy	
1 Reservations (4 Room Nights)	\$900.00
Taxes & Fees	\$130.04
Estimated Total	\$1,030.04
Guarantee*	\$257.51
Amount charged to credit card today	\$0.00

Prices are in USD.

[View a detailed summary](#)

Hotel Policies

Guarantee Policy

Please provide a valid credit card to hold your reservation. Credit card MUST expire after the date of the event. Approximately 30 days prior to start of event, the HOTEL, NOT ONPEAK will charge your credit card a deposit equal to one night's room charge plus tax. First night's room and tax is also payable by check. Please make checks payable to onPeak. Reservation(s) not guaranteed are subject to cancellation.

Cancellation Policy

Reservations must be cancelled 48 hours prior to arrival to avoid loss of deposit.

Changes Policy

If you need to make any changes or cancellations to your reservation on or before 04/02/2017, make your changes online or call (866) 575-4151. Changes or cancellations to your reservation after this date must be made directly with Boston Marriott Copley Place at (617) 236-5800. All changes are based on availability.

Special Policy

An early departure fee may apply if hotel is not notified of an early departure prior to or at check in. Failure to check-in on your scheduled arrival date will result in a no-show charge of one night's room and tax.

How did we do?

Please click to rate your experience with onPeak today.

D

Excellent

)

Good

|

Okay

(

Poor

:(

Unacceptable

Questions about your reservation?

2 of 3

12/6/2016 2:53 PM

- **Please read the** complete penalty rules for changes and cancellations applicable to this fare.
- **Please read important information regarding** airline liability limitations.

Need help booking?

- **Visit our** Customer Support **page.**
- **Call us at 1-877-261-3523.**
- **For faster service, mention itinerary #7228770672753**