

**Request for Extended Travel**

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

NAME: Paul Jolstead

DATE: March 10, 2014

DEPT/BUILDING:

PURPOSE: Tour – This year the Parkrose High School Symphonic & Concert Band will be joining the Choir on a tour to Disneyland, California. The purpose of this trip is to introduce the students to musicians employed in the entertainment business. They will participate in a variety of workshops.

- **DISTRICT BENEFIT:** The students will be representing Parkrose High School at several different venues. The District will benefit by giving these students the opportunity to learn in a new environment.

TRAVEL DETAILS: 1. DESTINATION: Disneyland, California  
 2. TRAVEL DATES: May 23-25<sup>th</sup>, 2014

<i><u>ESTIMATED EXPENSES:</u></i>	<i><u>DESCRIPTION</u></i>	<i><u>COST</u></i>
• TRAVEL, MEALS, LODGING, AND FEES	Tour price includes: Round trip airfare on Alaska or Jet Blue, airport transfers, 2 nights accommodations, including tax and bag fees, sightseeing tours and admissions.	\$675.00 per student 23 students and chaperones Total = \$15,525.00
• DIRECTOR FEES	Includes all items in the tour price	
• SUBSTITUTE		\$240.00

TOTAL: \$15,765.00

*mk 3/13/14*

BUDGET SOURCE(S):

Source	Budget Code	Amount
• OTHER: Substitute, <i>Paul Jobsite</i> Lesley Bossert is paying for her own sub.		\$240.00
• OTHER: Parent, Students, Fundraisers	ASB A-Choir Account – Student/Parent Contributions - \$675.00	23 * \$675.00

TOTAL: \$15,765.00

SUPERVISORS RECOMMENDATION AND COMMENTS:

*Recommend Approve*

SUPERVISOR SIGNATURE: \_\_\_\_\_

*Paul Jobsite*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*Please approve - all fund raised + paid for. kg*

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: \_\_\_\_\_

*Paul Jobsite*

DATE: \_\_\_\_\_

*3/10/14*