

Parkrose School District #3

As Per Board Policy DLC/DLC-AR

Request for Extended Travel

NAME: Sharie Lewis

DATE: February 22, 2022 DEPT/BUILDING District Office

PURPOSE: Illinois ASBO Annual Conference

TRAVEL DETAILS: 1. DESTINATION: May 2-6, 2022

2. DATES: Schaumburg, Illinois

ASBO is paying for the travel**

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines	\$526.00
MEALS (PER DIEM)	Per Diem May 2, 2022-Lunch, Dinner \$56.00 May 3-5 Breakfast,Lunch,Dinner 74.00 x 3=\$222.00 May 6-Breakfast, Lunch \$37.00	\$ 315.00
LODGING	Renaissance Convention Center Hotel \$184.00 per night without tax X 4 nights	\$736.00
REGISTRATION FEE		0
OTHER Transportation	Taxi, Uber , Lyft \$80.00 Round Trip	\$80.00
TOTAL		\$1,657.00 ASBO is paying for the travel.

BUDGET SOURCE(S):

Travel Budget Code

Amount

Administrative Budget Code _____

100.2240.0244.100.330.000 _____

\$1,657.00 ASBO is paying for the travel

BUSINESS SERVICES DIRECTOR SIGNATURE: _____



3/4/22

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

DATE _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE _____

DATE

3/4/22

BOARD ACTION: _____ APPROVED

_____ DISAPPROVED

DATE: _____

2022 Annual Conference Service Associate Registration - (5/4-6/2022)

When and Where

Start Date

5/4/2022 8:00 AM CDT

End Date

5/6/2022 12:00 PM CDT

Location

Renaissance Schaumburg Hotel & Convention Center

City

Schaumburg

State/Province

IL

Build Stronger Connections with School Professionals at the 2022 Annual Conference!

The Annual Conference is a powerful gathering of school and industry professionals to share knowledge and become smarter together as we rise to meet the challenges facing schools. The 2022 Annual Conference includes the return of the Annual Conference Solutions Marketplace, where exhibitors will have dedicated time to connect with school business professionals!

Preview all the conference has to offer:

- Tentative Schedule
- Events & Hospitalities
- Marketplace (Exhibits)

New this year! A standard registration includes your booth as well as two full conference badges for company associates, giving them access to all conferences sessions, events and hospitalities. If your company chooses not to exhibit, Illinois ASBO members can also register as a non-exhibiting Service Associate.

Registration Information

Exhibitor & Booth registration is limited to Service Associate members only. Exhibiting members may bring a nonmember to assist them in the booth at an additional fee.

Note: All companies must have at least one Illinois ASBO member to be eligible to attend the Annual Conference.

The registration price increases by \$250 for all registration types after Wednesday, April 20.

Annual Conference Cancellations/Refunds

No refunds will be given. Fees are non-refundable nor transferable. No-shows who have not prepaid will be invoiced for the registration fee.

Log In to Register