

Parkrose School District #3

As Per Board Policy DLC/DLC-AR

Request for Extended Travel

NAME: Sharie Lewis

DATE: February 10, 2022 DEPT/BUILDING District Office

PURPOSE: ASBO International Eagle Institute

TRAVEL DETAILS: 1. DESTINATION: July 25-29, 2022

2. DATES: Alexandria, Virginia

ASBO International is paying for the travel*

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines	\$698.00
MEALS (PER DIEM)	Per Diem (Dinner Provided on Tuesday) July 25-Breakfast, Lunch, Dinner \$74.00 July 26-Breakfast, Lunch \$37.00 July 27 & 29 - Breakfast, Lunch, Dinner \$222.00	\$333.00
LODGING	The Westin Alexandria Old Town	\$1,045.75
REGISTRATION FEE		0
OTHER Transportation	Taxi or Uber \$36.00 one way \$72.00 Round Trip	\$72.00
TOTAL		ASBO International is paying for the travel.

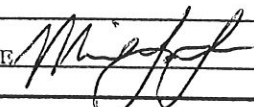
BUDGET SOURCE(S): _____ Travel Budget Code _____ Amount _____
 Administrative Budget Code _____ 100.2240.0244.100.330.000 _____ \$0 ASBO International is paying for the travel

BUSINESS SERVICES DIRECTOR SIGNATURE  _____ DATE 2/16/22

SUPERVISORS RECOMMENDATION AND COMMENTS:

 SUPERVISOR SIGNATURE _____ DATE _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

 SUPERINTENDENT/DESIGNEE SIGNATURE  _____ DATE 2/16/22

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

Eagle Institute Part 2

3 messages

Susan Lambert <slambert@asbointl.org>

Tue, Feb 8, 2022 at 9:04 A

To: Charles Brazeale <cbrazeale@stcharlessd.org>, "maltmayer@district158.org" <maltmayer@district158.org>, "sharie_lewis@parkrose.k12.or.us" <sharie_lewis@parkrose.k12.or.us>, "Karen.Smith1@cfisd.net" <Karen.smith1@cfisd.net>

Good afternoon, Eagles,

To follow up on my email from last week, I wanted to share more details on registration and reimbursement for your expenses as you make plans to attend the Eagle Institute, July 26-29, 2022, in Alexandria, Virginia.

1. If you have not yet registered, please contact Theresa Boulware TBoulware@asbointl.org and she will handle your registration. If you plan to bring a guest, the fee is \$150, and Theresa will register them, as well. Guests are invited to the Tuesday evening dinner.
2. Your conference registration confirmation will contain the link to reserve your hotel accommodations at the Westin Alexandria Old Town. ASBO International will pay for three nights of your stay.
3. ASBO International will reimburse you for your flight reservation and transportation to the hotel.

Note: We recommend you fly into Ronald Reagan National Airport (DCA).

Visit Eagle Institute Travel/Hotel page for more details.

Please don't hesitate to contact me with questions!

Susan

Susan G. Lambert

Manager of Recognition Programs

Association of School Business Officials International

44790 Maynard Square, Suite 200

Ashburn, Virginia 20147

coe@asbointl.org



Karen Smith <Karen.smith1@cfisd.net>

Tue, Feb 8, 2022 at 9:32 AM

To: Susan Lambert <slambert@asbointl.org>, Charles Brazeale <cbrazeale@stcharlessd.org>, "maltmayer@district158.org" <maltmayer@district158.org>, "sharie_lewis@parkrose.k12.or.us" <sharie_lewis@parkrose.k12.or.us>

Thanks for the information. I have already made my hotel reservations. I assume I was supposed to make the reservation and ASBO would just pay. Correct?

Karen W. Smith
Chief Financial Officer
Cypress-Fairbanks ISD
karen.smith1@cfisd.net
(281) 897-4587

From: Susan Lambert <slambert@asbointl.org>

Sent: Tuesday, February 8, 2022 11:04:14 AM

To: Charles Brazeale <cbrazeale@stcharlessd.org>; maltmayer@district158.org <maltmayer@district158.org>; sharie_lewis@parkrose.k12.or.us <sharie_lewis@parkrose.k12.or.us>; Karen Smith <Karen.smith1@cfisd.net>

Subject: Eagle Institute Part 2

CAUTION: This email originated from outside Cypress-Fairbanks ISD. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Susan Lambert <slambert@asbointl.org>

Tue, Feb 8, 2022 at 9:38 AM

To: Karen Smith <Karen.smith1@cfisd.net>, Charles Brazeale <cbrazeale@stcharlessd.org>, "maltmayer@district158.org" <maltmayer@district158.org>, "sharie_lewis@parkrose.k12.or.us" <sharie_lewis@parkrose.k12.or.us>

Cc: Molly Barrie <mbarrie@asbointl.org>

Karen,

ASBO will reimburse you for your hotel and travel expenses. I will send a travel voucher closer to the time of the Eagle Institute.

Thanks for letting me know!

Susan

From: Karen Smith <Karen.smith1@cfisd.net>
Sent: Tuesday, February 8, 2022 12:33 PM
To: Susan Lambert <slambert@asbointl.org>; Charles Brazeale <cbrazeale@stcharlessd.org>;
maltmayer@district158.org; sharie_lewis@parkrose.k12.or.us
Subject: Re: Eagle Institute Part 2

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Karen W. Smith
Chief Financial Officer
Cypress-Fairbanks ISD
karen.smith1@cfisd.net
(281) 897-4587

From: Susan Lambert <slambert@asbointl.org>
Sent: Tuesday, February 8, 2022 11:04:14 AM
To: Charles Brazeale <cbrazeale@stcharlessd.org>; maltmayer@district158.org <maltmayer@district158.org>;
sharie_lewis@parkrose.k12.or.us <sharie_lewis@parkrose.k12.or.us>; Karen Smith <Karen.smith1@cfisd.net>
Subject: Eagle Institute Part 2

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Susan G. Lambert

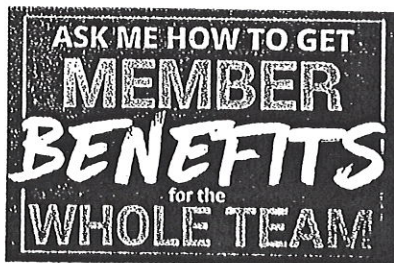
Manager of Recognition Programs

Association of School Business Officials International

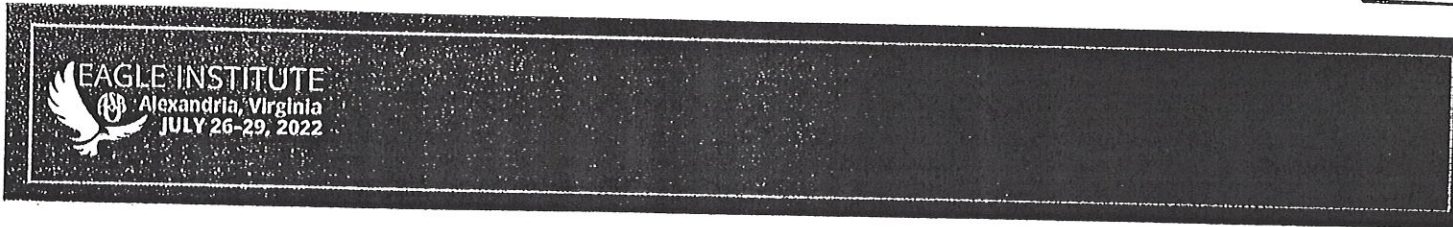
44790 Maynard Square, Suite 200

Ashburn, Virginia 20147

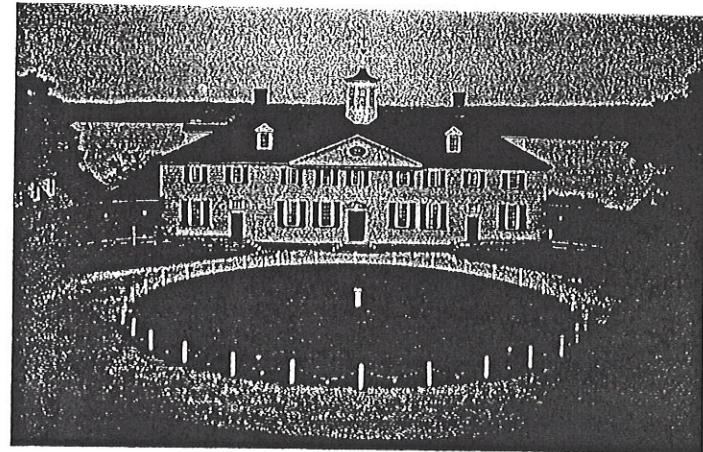
coe@asbointl.org



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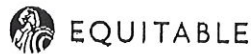
Designed for district leaders and school business professionals with a vested interest in leadership development, ASBO International's Eagle Institute will take you on a journey through past and present that will deepen your understanding of yourself, others, and your surroundings so you leave a more perceptive and empowering leader. Be moved by the insights, research, and stories delivered by a prestigious lineup of presenters.



July 26–29, 2022

*The Westin Alexandria Old Town
Alexandria, Virginia*

Attendees can earn SFO contact hours, CPE, and CAE credits.



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Hotel Information

The Westin Alexandria Old Town
400 Courthouse Square
Alexandria, Virginia, 22314-5700
[View Website](#)

Reservations

Guest rooms have been reserved at the discounted rate of \$180 + tax (single or double occupancy, standard rooms) per night. Your conference registration confirmation will include a link to reserve your hotel accommodations. Reservations must be made by Friday, July 1 to receive the group rate. A deposit equal to one night's stay is required to hold each individual's reservation. Should a guest cancel a reservation, the deposit will be refunded if notice is received at least three (3) working days prior to arrival, and a cancellation number is obtained.

Parking

Valet parking is available at a 50% discount off the published rate. The current published rate is \$36 per day. Only valet parking is available on-site. There is a 6'8" height limit. For additional transportation options and info, visit the [hotel's travel page](#).

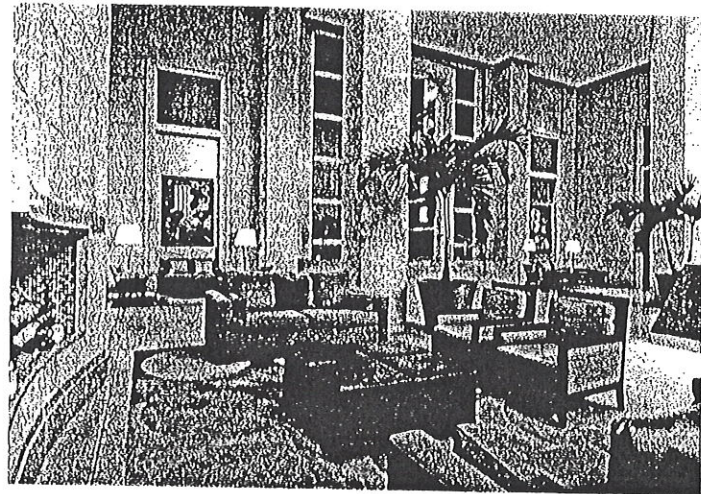
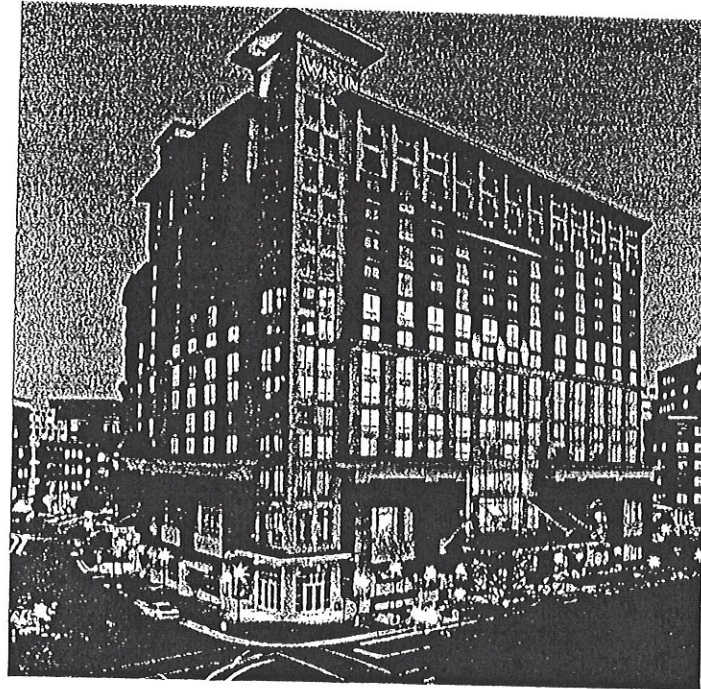
Local Airports

Ronald Reagan Washington National Airport (DCA)

4.4 miles from the hotel.

Taxis are available on-demand:

- From Terminal A, proceed out the exit doors at baggage claim and turn right. The taxis are located on the curb closest to the terminal.



- From Terminals B and C, proceed to the baggage claim lower level (Level 1). Walk to Doors 5 or 6 then proceed outside to the terminal curbside. The taxi dispatch location is clearly marked.

Rideshare app services, including Lyft and Uber, are located on the third (outer) curb outside of Terminal A and on the Terminal B/C Baggage Claim Level (Level 1) outer roadway curb. Rates vary.

The Washington Metropolitan Area Transit Authority (WMATA) provides MetroRail options from DCA to the Alexandria area, which do not require any transfers.

The closest Metro stops to the hotel include:

- Yellow Line: Eisenhower (.5 miles from hotel)
- Blue Line: King Street-Old Town (.8 miles from hotel)

For fares, travel times, and additional information, visit the [WMATA website](#) and [Airport and Rail Access info page](#).

For additional transportation info, visit the [DCA airport website](#).

Washington Dulles International Airport (IAD)

30 miles from the hotel.

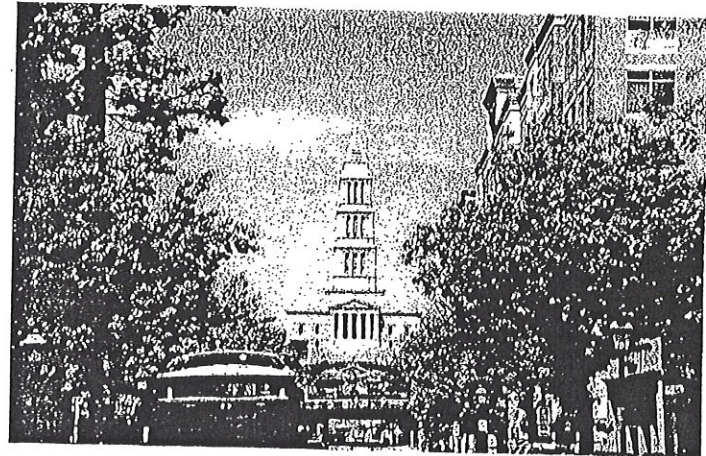
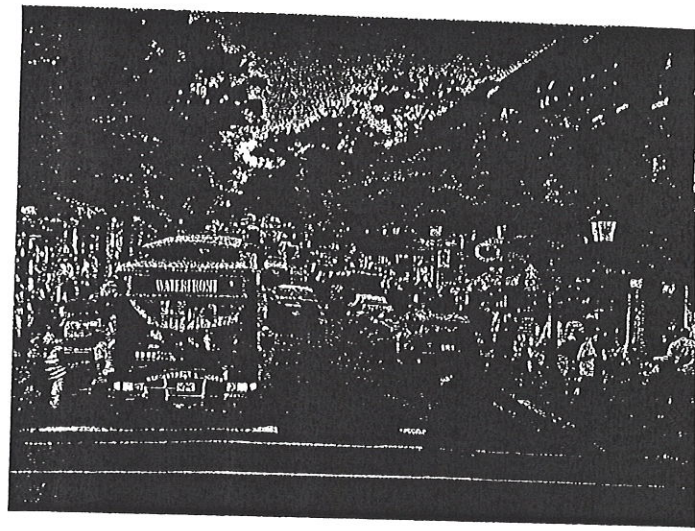
Washington Flyer Taxicabs are available on-demand and located on the lower level of the terminal, down the ramp, and outside of Door 2 and Door 6. The estimated taxi fare to the hotel is \$65 one way.

Rideshare app services, including Lyft and Uber, are conveniently located at a dedicated pickup curb on the lowest level of the airport outside of Baggage Claim, accessible via Doors 2, 4, and 6. Rates vary.

The Washington Metropolitan Area Transit Authority (WMATA) provides a combination of MetroBus and Metrorail options to get visitors from IAD to the Alexandria area. The closest Metro stops to the hotel include:

- Yellow Line: Eisenhower (.5 miles from hotel)
- Blue Line: King Street-Old Town (.8 miles from hotel)

For fares, travel times, and additional information, visit the [WMATA website](#) and [Airport and Rail Access info page](#).



Please note that the hotel does not offer a shuttle to airports. For additional transportation info, visit the [IAD airport website](#).

Things to Do

A list of things to do and see in Old Town Alexandria, Virginia: [Top 18 Things to Do in Old Town, Alexandria, Va \(visitalexandriava.com\)](#).

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Registration for Eagle

3 messages

Sharie Lewis <sharie_lewis@parkrose.k12.or.us>
To: Theresa Boulware <TBoulware@asbointl.org>

Mon, Feb 7, 2022 at 10:49 A

Please register me for Eagle - I will not be bringing my wife so just me.

What do I have to pay for? Hotel, Registration, Flight, etc?

Sharie Lewis, CPA
Director of Business Services & Operations / CFO
Parkrose School District
10636 NE Prescott, Portland OR 97220
ofc (503) 408-2103
fax (503) 408-2140
lewissha@parkrose.k12.or.us

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Theresa Boulware <tboulware@asbointl.org>
To: "sharie_lewis@parkrose.k12.or.us" <sharie_lewis@parkrose.k12.or.us>

Mon, Feb 7, 2022 at 11:34 A

Hi Sharie,

I registered you for the Eagle Insititute.

We will also cover travel, including hotel. We will be sending you more information soon on that.

Thanks,

Theresa Boulware

Membership Manager

ASBO International

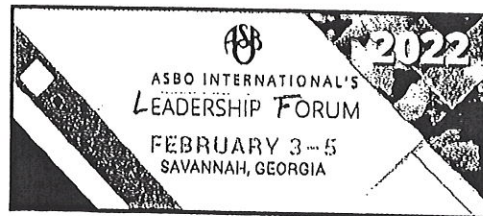
44790 Maynard Square, Suite 200

Ashburn, VA 20147

P 866.682.2729 x7080

F 703.708.7060

tboulware@asbointl.org



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Sharie Lewis <sharie_lewis@parkrose.k12.or.us>
To: Theresa Boulware <tboulware@asbointl.org>

Mon, Feb 7, 2022 at 11:40 A

Great, thank you so much!

Sharie Lewis, CPA
Director of Business Services & Operations / CFO
Parkrose School District
10636 NE Prescott, Portland OR 97220
ofc (503) 408-2103
fax (503) 408-2140
lewissha@parkrose.k12.or.us

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