



Parkrose School District #3
As Per Board Policy DLC/DLC-AR
Request for Extended Travel
(Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: Michael Lopes _____

DATE November 15, 2018 DEPT/BUILDING Superintendent - District Office _____

PURPOSE: The Superintendents Summit, January 2019 is going to be this year's premier professional development and research opportunity for the top superintendents who were specially selected to receive invitations.

TRAVEL DETAILS: DESTINATION: Tucson, AZ _____ DATES: January 9-11, 2019 _____
The Institute reimburses up to \$400 for airfare or mileage. They also pay the hotel for the nights of January 9,10,11, 2019.

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline	\$ 288.00
LODGING	Institute is paying for January 9,10,11, 2019	\$ 0
PER DIEM	Meals provided: Jan 9- Dinner, Jan 10- all meals, Jan. 11- Breakfast, Lunch -- Meals leaving Portland and returning not covered: Jan. 9 - Breakfast,Lunch \$31.00, January 11- Dinner \$33.00	\$ 64.00
REGISTRATION		\$ 0
OTHER	Arizona Stagecoach - \$150.00 round trip Private Sedan & Driver \$300.00 round trip Rental Car - \$129.00 with tax -Unlimited mileage	\$ 129.00
TOTAL		\$ 481.00

BUDGET SOURCE(S) NAME: Admin PD Travel Budget Code 100. 2240.0392 100.380.000 Amount 481.00

BUSINESS SERVICES DIRECTOR SIGNATURE: [Signature] DATE: 11/19/18

SUPERVISORS RECOMMENDATION AND COMMENTS:

BOE Chair
SUPERVISOR SIGNATURE [Signature] DATE: 11/20/18

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE [Signature] DATE: 11/16/18

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____



Susan Fox <foxsus@parkrose.k12.or.us>

Fwd: Registration Confirmed - Superintendents Summit, January 2019

2 messages

Michael Lopes-Serrao <michael_lopes-serrao@parkrose.k12.or.us>

Thu, Nov 15, 2018 at 12:31 PM

To: Susan Fox <susan_fox@parkrose.k12.or.us>

Will you please do up an extended travel request for Michael? They are reimbursing some.

-Andrea

----- Forwarded message -----

From: **Melissa Gallagher** <mgallagher@lrp.com>

Date: Mon, Nov 5, 2018 at 1:04 PM

Subject: Registration Confirmed - Superintendents Summit, January 2019

To: Michael Lopes-Serrao <michael_lopes-serrao@parkrose.k12.or.us>

Cc: andrea_stevenson@parkrose.k12.or.us <andrea_stevenson@parkrose.k12.or.us>, lopesmic@parkrose.k12.or.us <lopesmic@parkrose.k12.or.us>

Dear Michael:

Your registration for the Superintendents Summit, January 2019 has been confirmed and we are looking forward to seeing you in Tucson, on Wednesday, January 9, 2019! There are a few simple preparation details you will want to take care of right away:

Hotel Reservations: Please make your hotel reservations at the Ritz-Carlton Dove Mountain. You will be required to enter a credit card to hold your reservation but your hotel room will be paid on-site by the District Administration Leadership Institute for the nights of January 9th, 10th, and 11th. If you choose to extend your stay, you may do so up to 3 days before the event and pay our negotiated rate of \$199.00+ tax per night, based on availability.

Travel Reimbursement Request: Once you have your travel arrangements finalized, please submit your airfare or mileage reimbursement request using this form: [Travel Reimbursement Form](#). The Institute reimburses up to \$400 for airfare or mileage. Your reimbursement check will be made available to you during the final day of the Summit.

Transportation Options: The closest airport is the Tucson International Airport, and is about 40 minutes from the hotel. For transportation, the hotel recommends a few options. The first is a private sedan with Driver Provider (520-989-3000), and is approximately \$150 one way. Another option is a shared shuttle with Arizona Stagecoach. One way is about \$75. You could also take a taxi (approximately \$70, one way). If you plan on driving to the Ritz-Carlton, valet is \$25/day and self park is complimentary.

The Superintendents Summit, January 2019 is going to be this year's premier professional development and research opportunity for the top superintendents who were specially selected to receive invitations. We congratulate you for being among them, and we are especially glad that you will be joining us in Tucson.

Because we limit attendance to 70 superintendents at each Summit, it is important that if you

choose to attend this event that you also plan to participate in the entire program.

Our expectations are that you will arrive by 5:00 PM on Wednesday, January 9, 2019 to attend the opening reception and dinner, that you attend all sessions and meals on Thursday and Friday, and that you participate in the program until it concludes on 3:00 PM on Friday. The agenda will be finalized closer to the event, however you can view a tentative agenda here: [Agenda](#). The sessions will change, however the times are set. To facilitate your travel, we provide accommodations on Friday evening.

If this is not going to be possible, please don't take a seat at the Summit that could go to another invited superintendent. We can always invite you to a Summit that better fits your schedule.

Please let me know if you have any questions.

We look forward to seeing you in Tucson!

Best regards,

Melissa Gallagher
Client Services Manager

Registration Details:

Event: Superintendents Summit, January 2019

Attending: Michael Lopes-Serrao

in Party: 1

Date: Wednesday, January 9, 2019, 5:30 PM

Confirmation number: X9NWLCL2F25

To view your online registration confirmation, click the link below. You will be asked to enter the confirmation number shown above.

[Click here to view the event summary](#)

If you no longer want to receive emails from the District Administration Leadership Institute please click [here](#). Opt-Out

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Michael Lopes Serrao
Superintendent
Parkrose School District

Michael Lopes-Serrao <michael_lopes-serrao@parkrose.k12.or.us>
To: Susan Fox <susan_fox@parkrose.k12.or.us>

Thu, Nov 15, 2018 at 12:32 PM

rental car probably better than taxi \$150 back and forth

He'd like to leave that Friday night if possible - even though they are paying for friday night.

[Quoted text hidden]

Thank you for submitting your registration for the Superintendents Summit!
You will receive an email confirmation within 5 minutes. Please double check your inbox and/or spam/junk folder to make sure that you have received it. If you did not receive an email confirmation from us, please contact Melissa Gallagher at mgallagher@promediagrp.com and let her know.
We look forward to seeing you soon!

Name:
Mr. Michael Lopes-Serrao

Email:
michael_lopes-serrao@parkrose.k12.or.us

Title:
Superintendent

School District/Organization:
Parkrose School District

Address:
10636 NE Prescott

Portland, Oregon 97220

USA

Confirmation Number:
X9NWLCL2F25 (needed to modify your registration)

Event Title:
Superintendents Summit, January 2019

Location:
Ritz Carlton Dove Mountain

15000 North Secret Springs Drive

Marana, Arizona 85658

USA

Phone:
520-572-3000

Date:
01/09/2019

Time:
5:30 PM

Registration Details

Michael Lopes-Serrao

Agenda Items

Registration Item	Cost
Superintendents Summit Registration	

Payment Details
