

### Request for Extended Travel

NAME: Sam Maranto (Principal), Elizabeth Osberger (SpEd), Kim Radocy (TIA Specialist), Bradley Shaffer (K Teacher), Kristian Larson (G5 Teacher)

DATE: February 6, 2017 DEPT/BUILDING Prescott Elementary

PURPOSE: 2017 National Council of Teachers of Mathematics (Group of 5)

DISTRICT BENEFIT: Our district is going through comprehensive changes to our math practices and materials and the Prescott team has been working on accelerating the work through their SIG grant. Sam will bring back key findings to help us determine our course for a K-5 adoption

TRAVEL DETAILS: 1. DESTINATION: San Antonio, TX

2. DATES: April 5-8, 2017

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airlines \$432.00 per person x 5	\$ 2,160.00
MEALS	Per Diem April 5 - 8 = \$64.00 x 3 nights x 5 people	\$ 960.00
LODGING	Grand Hyatt San Antonio \$245.00 x 3 rooms x 3 nights	\$ 2,205.00
REGIS/FEES	Non -Member Early Bird Registration \$518.00 x 5	\$ 2,590.00
SUBSTITUTE	2 - full subs x 3 nights = \$1,300.86 1 - half day sub x 3 nights = \$325.23 Daily Day Sub \$216.81 Half Day Sub \$108.41	\$ 1,626.09
OTHER	Supershuttle Non-Stop Shuttle Round Trip \$125.00	\$ 125.00
<b>TOTAL</b>		<b>\$ 9,666.09</b>

BUDGET SOURCE(S):

Prescott SIG

Travel - 215.1272.0342.925.000.112

Registration - 215.1272.0641.925.000.112

\$4,802.09

Prescott TIA  
Travel - 215.1272.0342.925.050.101  
Registration - 215.1272.0641.925.050.101

\$4,864

BUSINESS SERVICES DIRECTOR SIGNATURE: 

2/7/17

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

This fits within the school improvement budget and is part of the schools Title I budget. It closely ties to a key district goal.

SUPERVISOR SIGNATURE



**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

Please approve K Gray 2/13/17

BOARD ACTION: \_\_\_\_\_ APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ DATE: \_\_\_\_\_

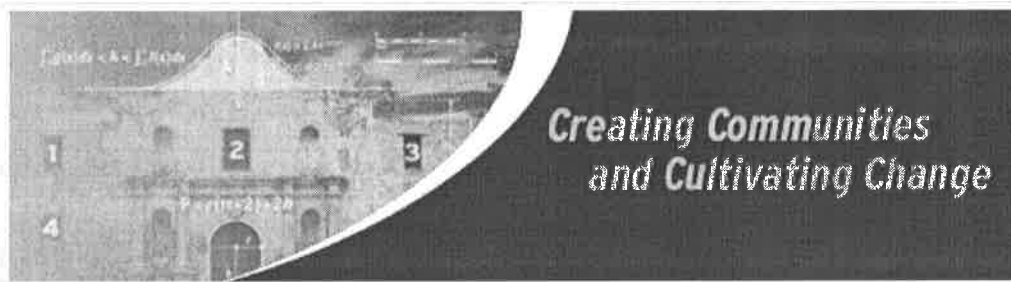
I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: \_\_\_\_\_

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

Attendee	Roll	School	Travel Fund	Registration Fund	Reg Date	Notes
Sam Maranto	Principal	Prescott	PR SIG: 215.1272.0342.925.000.112	PR SIG: 215.1272.0641.925.000.112		
Elizabeth Osberger	SpEd	Prescott	PR SIG: 215.1272.0342.925.000.112	PR SIG: 215.1272.0641.925.000.112		Awaiting board approved Travel Request.
Kim Radocy	TIA Specialist	Prescott	PR SIG: 215.1272.0342.925.000.112	PR SIG: 215.1272.0641.925.000.112		
Bradley Shaffer	K Teacher	Prescott	PR SIG: 215.1272.0342.925.000.112	PR SIG: 215.1272.0641.925.000.112		
Kristian Larson	G5 Teacher	Prescott	PR SIG: 215.1272.0342.925.000.112	PR SIG: 215.1272.0641.925.000.112		

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