

## Request for Extended Travel

NAME: Yuki Monteith

DATE: September 8, 2009 DEPT/BUILDING Parkrose District Office

PURPOSE: Extending travel request from Riverside, CA AVID ADL Training to attend the 2009-2010 National AVID Trainer of Trainers 2-Day Session in Irvine, CA

DISTRICT BENEFIT: \_\_\_\_\_

TRAVEL DETAILS: 1. DESTINATION: Irvine, CA

2. DATES: October 23-24, 2009

<i><b>ESTIMATED EXPENSES:</b></i>	<i><b>DESCRIPTION</b></i>	<i><b>COST</b></i>
TRAVEL		\$0
MEALS	Oct. 24-\$ 25.00 dinner	\$25.00
LODGING	La Quinta Inn & Suites- 1 Room Single \$59.00 X tax 10.07% x 1 night=	\$64.94
REGIS/FEES		\$0
SUBSTITUTE		\$0
OTHER	Shuttle to Airport (La Quinta offers free shuttle)	\$0
<b>TOTAL</b>		<b>\$89.94</b>

**BUDGET SOURCE(S):**

1. GENERAL FUND: \_\_\_\_\_

2. WORKSHOP FUNDS: \_\_\_\_\_

3. CONTRACT REQUIREMENT: \_\_\_\_\_

4. OTHER: \_\_\_\_\_

<p><b>SUPERVISORS RECOMMENDATION AND COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b>SUPERVISOR SIGNATURE</b> _____</p>
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**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

<p><b>SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**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:** \_\_\_\_\_