



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: September 19, 2023

DEPT/BUILDING DO

PURPOSE: 2023 AVID Superintendent Collaborative Conference

TRAVEL DETAILS: DESTINATION : San Diego, CA
 DATES: November 27-30, 2023

I believe the Superintendent's Collaborative is paying for flight and hotel.

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline	\$428.00
LODGING	Manchester Grand Hyatt San Diego	\$876.00 with tax
PER DIEM	Per Diem Nov 27-28-29-30, 2023 Breakfast, Lunch, Dinner \$74.00 x 4 days	\$ 296.00
REGISTRATION	Registration	\$ 0
OTHER	Transportation Taxi \$50.00 Round Trip	\$ 50.00
TOTAL		\$ 1,650.00

BUDGET SOURCE(S) NAME:

Travel Budget Code

Amount

Superintendent General Fund 100.2321.0342.130,000.000 - \$ all

Total

BUSINESS SERVICES DIRECTOR SIGNATURE: 

DATE: 9/20/23

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

SUPERINTENDENT/DESIGNEE SIGNATURE 

DATE: 9/20/23

RECEIVED SEP 20 2023

BOARD ACTION: _____ APPROVED _____ DISAPPROVED DATE: _____