



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 Serrao DATE: August 30, 2022 DEPT/BUILDING: District Office

PURPOSE: 2022 AVID Superintendent Collaborative Members Conference

TRAVEL DETAILS:

DESTINATION: San Diego, CA  
 DATES: October 5-6, 2022

ESTIMATED EXPENSES:	DESCRIPTION	COST
TRAVEL	Airline	\$ 258.00
LODGING (AVID will reimburse for hotel cost)	AVID is reserving a block of rooms	\$ 250.00
PER DIEM	Conference Provides: Oct 5 Dinner - Oct 6 Breakfast & Lunch  Oct 5-Breakfast and Lunch \$35.00 Oct 6-Dinner \$37.00	\$ 72.00
REGISTRATION		\$ 0
OTHER	Taxi, Uber, Lyft	\$ 40.00 Round Trip
TOTAL		\$ \$620.00

BUDGET SOURCE(S) NAME: Superintendent  
 Travel Budget Code: 100.2321.0342.130.000.000  
 Amount: \$ 620.00

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 8/30/22

SUPERVISORS RECOMMENDATION AND COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 9/6/22

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