

Request for Extended Travel

(THIS REQUEST FORM REQUIRED FOR TRAVEL OUTSIDE OF THE 200-MILE RADIUS)

NAME: Alaina Langdahl
DATE: 2/4/2010

DEPT/BUILDING Parkrose High School

PURPOSE:

The purpose of my trip is to go to the AP reading in Louisville, Kentucky to score AP Literature essays and attend workshops on literature and teaching AP more effectively.

DISTRICT BENEFIT:

I will obtain a plethora of knowledge on teaching AP Literature and be trained in more refined, effective, and latest techniques for teaching AP.

TRAVEL DETAILS: 1. DESTINATION: Louisville, Kentucky
2. TRAVEL DATES: 6/10-6/18

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Flights to and from KY	\$562.00
	3 x 7 days plus 2 during travel days	\$300.00
• MEALS		
• LODGING	7 nights in Louisville	\$1,358.00
• REGIS/FEES		
• SUBSTITUTE	Required for 1 day, 6/10	\$ 190.00
• OTHER		

TOTAL: \$2,410.00

BUDGET SOURCE(S):

<u>Sosource</u>	<u>Budget Code</u>	<u>Amount</u>
• GENERAL FUND:		
• WORKSHOP FUNDS:	12-31-2240-64	\$ 190.00
• CONTRACT REQUIREMENT:		
• OTHER:	College Board pays for food, travel, and lodging.	\$2,220.00

TOTAL: \$2,410.00

mul 3/8/10

SUPERVISORS RECOMMENDATION AND COMMENTS:

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SUPERVISOR SIGNATURE:

Anna A. Young

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK - history of this trip has
been positive - good for
Parrnose. K Gray

BOARD ACTION:

NOT-REQUIRED _____ REQUIRED _____ 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:

Alaina M. Langdall

DATE:

2.5.10