

Request for Extended Travel

NAME: Yuki Monteith

DATE: January 12, 2010 **DEPT/BUILDING** District Office, Parkrose High School & Parkrose Middle School

PURPOSE: Group of 5 Attending AVID Summer Institute 2010 Sacramento, CA

Attending: Yuki Monteith - District Office

Group of 2 Parkrose High School administrators / teachers - TBD

Group of 2 Parkrose Middle School administrators / teachers - TBD

DISTRICT BENEFIT: Continuous school improvement efforts through expansion of AVID professional development of staff at the Secondary level.

TRAVEL DETAILS: 1. **DESTINATION:** Sacramento, CA

2. **DATES:** July 11-16, 2010

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines - \$265.40 x 5	\$ 1,327.00
MEALS	July 11- \$25.00 July 14- \$49.00 July 12-\$49.00 July 15- \$49.00 July 13-\$49.00 July 16- \$24.00 Total - \$245.00 X 5	\$ 1,225.00
LODGING	Hyatt Regency: Double Rooms – (3 Rooms) \$220.15 with tax X 3 Rooms X 5 nights	\$ 3,302.25
REGIS/FEES	\$670.00 X 4 (Early Bird Registration by May 1) District Director (Yuki Monteith) is free	\$ 2,680.00
SUBSTITUTE		0
OTHER	Transportation - (7 passenger Van) To the hotel: Super Shuttle - \$50.00 a van X 1 = \$ From the hotel: Super Shuttle - \$50.00 a van X 1 = \$	\$ 100.00
TOTAL		\$ 8,634.25

mk 1/15/10

BUDGET SOURCE(S):

- 1. GENERAL FUND: 51-79-2240-64-0342
- 2. WORKSHOP FUNDS: _____
- 3. CONTRACT REQUIREMENT: _____
- 4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK - continues our work with
AVIO. HFG

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: Yuki Moncell DATE: 1-13-10