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3/7/17  
via pony

Request for Extended Travel

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

NAME: LESLEY A BOSSERT

DATE: MARCH 2, 2017

DEPT/BUILDING: HIGH SCHOOL  
CHOIR

PURPOSE: Performance Tour  
& College Visit

- DISTRICT BENEFIT: Students will have an opportunity to showcase PHS at a university and several performances.

TRAVEL DETAILS: 1. DESTINATION: San Francisco, CA < Stanford University  
2. TRAVEL DATES: MAY 26<sup>th</sup>, 27<sup>th</sup> + 28<sup>th</sup> (2017)

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL	Alaska Airlines	} \$625 per Student
• MEALS	Breakfast included at hotel	
• LODGING	Marriott	
• REGIS/FEES	Great America	
• SUBSTITUTE		\$21,250
• OTHER	(34 x \$625) Down payment made (\$3,400)	\$21,250
TOTAL:		\$21,250

BUDGET SOURCE(S):

<u>SOURCE</u>	<u>BUDGET CODE</u>	<u>AMOUNT</u>
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: FUND RAISING (all student earned)		\$21,250
TOTAL:		\$21,250

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SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: Wally T. Baker

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

please approve  
K. Gaus  
3/14/17

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: Lesley A. Bossett

DATE: March 6, 2017