

Request for Extended Travel

NAME: Karen Fischer Gray, Yuki Monteith & Kathy Keim - Robinson

DATE: August 20, 2009 DEPT/BUILDING Parkrose District Office

PURPOSE: 2009 NAME Conference - A Mile High Commitment to Change: Reaching New Heights in Equity and Social Justice throughout the Global Community

DISTRICT BENEFIT: _____

TRAVEL DETAILS: 1. DESTINATION: Denver, CO

2. DATES: October 27 – October 31, 2009

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline \$318.40 x 3	\$ 956.00
MEALS (Per Diem \$210.00 x 3 People)	Oct 27 - \$39.00 Oct 30 - \$49.00 Oct 28- \$49.00 Oct 31 - \$24.00 Oct 29- \$49.00	\$630.00
LODGING	159.00 X 14.85%tax x 4days 179.00 X 14.85%tax x 4 days	\$1552.76
REGIS/FEES		\$ 1,520.00
SUBSTITUTE		
OTHER	Super Shuttle to and from Airport \$38.00 round trip x 3	\$ 114.00
TOTAL		\$4,772.76

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:

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: _____

DATE: _____