

COMPENSATION AND BENEFITS
TRAVEL

DEE
(EXHIBIT C)

Form 103

OUT OF STATE
EMPLOYEE TRAVEL APPROVAL FORM

Campus Permian HS Current Assignment Business Education

Employee travel may be approved based on the instructional benefits for the students and the District. Out-of-state travel must be submitted to the Assistant Superintendent or Executive Director over the campus or Department. The Assistant Superintendent or Executive Director will review the request and notify the principal. Approval must be granted before an employee registers or makes reservations for a conference.

Name: E. Ann Kennedy

Campus: Permian High School Current Assignment: Business Education

Name of trip/conference and organizer (i.e., TEPSA, TASA, TAGT, etc.) Business Professionals of America

Date of trip/conference: May 7-12 Location: Orlando, Florida

Funding source: Budget (school ___ department)
___ Activity Fund
___ Personal
___ Outside Agency

Instructional days out of the classroom: 3 (day/s this trip) ___ (day/s this year)
Substitute required? Yes ___ No

How does this trip relate to the TEKS and/or benefit instruction?

Please explain, including the educational objective:
Students will participate in seminars on leadership, citizenship and certifications in MOSAs well as compete in competitions

How does this trip relate to and benefit the Campus Improvement Plan?

Please explain, including the educational objective:
Students will learn to network and participate in various activities that promote participation in Business skills and occupations

How does this trip relate to and benefit the District Improvement Plan?

Please explain, including the educational objective:
Students have qualified by preparing for local and state competitions and have advanced on to the National Leadership Conference. OTE classes have worked together to prepare for the Conference

How will the information learned be shared within the District?

___ Certifies applicant to train others in the District ___ Report to principals
___ Report to departments/others on campus ___ Report to the Board, Superintendent's Leadership Council, or Instructional Collaborative Team

Does this trip relate to making a presentation representing the District? ___ Yes No
Who initiated the request? The organization or conference ___ The District ___ TEA
(Please attach the notification of acceptance)

Ector County ISD
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Does this trip relate to an award or recognition for the District? student
Who initiated the recognition? Local State National Yes No
(Please attach the acknowledgment of recognition)

Employee signature: J. Ann Kennedy _____
Signature Date

CIT approval: _____
(if required by Principal) Signature Date

Principal approval: [Signature] _____
Signature Date 3/20/13

Director approval: [Signature] _____
(if outside the campus budget) Signature Date 3/20/13

Assistant Superintendent or Executive Director approval: [Signature] _____
Signature Date 4/1/13

All directors must approve travel financed with categorical funds.

EXTRA-CURRICULAR
STUDENT TRAVEL APPROVAL FORM

Student travel must be approved based on the direct benefits for the students. The trip must have approval of Superintendent or designee before any travel arrangements and reservations are made or students and parents become involved with any facet of the trip. Out-of-state travel must have Board approval.

Name of Group: Business Professionals of America Campus: Permian

Date of trip: May 8 - 12 Grade levels involved: 12th Number of students: 7
Number of instructional days: 3 Location: Orlando, Florida
(Please attach an itinerary)

Funding source: District Budget Campus Budget Department Budget Activity fund Personal

Instructional days out of the classroom: The sponsors/coaches/directors have checked the accrued number of days for each participant? Yes No

Trip function: Cocurricular Extracurricular Non-athletic Competition

Trip profile: In-state Out-of-state Overseas Tour Field trip Invitational
 Annual Biennial Post-district Competition associated with a tour or attraction

Transportation mode: School bus School suburban Charter bus plane

How does the trip relate to and benefit the Campus Improvement Plan, District Improvement Plan and/or the TEKS? BPA National Leadership Conference provides opportunities for students to compete in Business competitions that complement classroom instruction through practical experience as well as preparing students to be members of a worldclass workforce through leadership and technological skills.

Does the trip require fund-raisers? Yes No

Are deadlines established to guide the sponsors/directors if the trip has to be canceled due to lack of funding? Yes No

How many sponsors will accompany the students? 1 or 2
What is the ratio of sponsors to students? Sponsors 1 / Students 86 (gender appropriate)

Student orientation - Date: April 16 Time: 6:00pm Location: PHS

Parent orientation - Date: April 16 Time: 6:00pm Location: PHS

Sponsor orientation - Date: _____ Time: _____ Location: _____

Sponsor criminal background check - Date: _____

Will any kind of insurance be required? Yes No

Will room and baggage searches be required? Yes No

Medical and travel releases will be required.

Coach/Sponsor: Ann Kennedy (Signature) 3-20-13 (Date)

Principal approval: [Signature] (Signature) 3/20/13 (Date)
Field Trips/Excursions
UIL Competition

Superintendent or designee Approval: [Signature] (Signature) 4/11/13 (Date)
(District Sanctioned Competition)
(K-8 Field Trips/Excursions)

Board approval: _____ (Signature) _____ (Date)
(Out-of-state)