

Request for Extended Travel

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

NAME: Steve Blakely

DATE: June 27, 08

DEPT/BUILDING Sacramento

PURPOSE:

Attend the Healthy Schools Forum in Little Rock, Ark.

DISTRICT BENEFIT:

* TO Represent the Parkrose School District at the Healthy Schools Forum.

* TO gain knowledge, understanding and benefits of this program.

* TO share with all schools in the District.

TRAVEL DETAILS:

1. DESTINATION: Little Rock

2. TRAVEL DATES: ~~3-7-08~~ Aug 4-6, 2008

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
• TRAVEL		\$ 500.00
• MEALS \$49	3 days	\$ 147.00
• LODGING \$150	3 days	\$ 450.00
• REGIS/FEES		0
• SUBSTITUTE		0
• OTHER		0

TOTAL: 1,097.00

BUDGET SOURCE(S):

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: Paid by		

Healthy Schools Forum. * Possible District expense for meals.

TOTAL: 1,097.00

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SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE: _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

K. Gray (OK) 6/30/08
100% paid for by
Healthier Generation
alliance

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: Sublately

DATE: June 27, 08