

**Request for Extended Travel**

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

**NAME:** Lesley Ann Bossert

**DATE:** March 10, 2014

**DEPT/BUILDING:**

**PURPOSE:** Tour – This year the Parkrose High School A-Choir and Treble Choir will make their annual singing tour to Disneyland, California. The purpose of this trip is to introduce the students to musicians employed in the entertainment business. They will participate in a variety of workshops.

- **DISTRICT BENEFIT:** The students will be representing Parkrose High School at several different venues. The District will benefit by giving these students the opportunity to learn in a new environment.

**TRAVEL DETAILS:** 1. **DESTINATION:** Disneyland, California  
2. **TRAVEL DATES:** May 23-25<sup>th</sup>, 2014

<i><b>ESTIMATED EXPENSES:</b></i>	<i><b>DESCRIPTION</b></i>	<i><b>COST</b></i>
<ul style="list-style-type: none"> <li>• <b>TRAVEL, MEALS, LODGING, AND FEES</b></li> </ul>	Tour price includes: Round trip airfare on Alaska or Jet Blue, airport transfers, 2 nights accommodations, including tax and bag fees, sightseeing tours and admissions.	\$675.00 per student 34 students and chaperones Total = \$22,950.00
<ul style="list-style-type: none"> <li>• <b>DIRECTOR FEES</b></li> </ul>	Includes all items in the tour price	
<ul style="list-style-type: none"> <li>• <b>SUBSTITUTE</b></li> </ul>		\$240.00

**TOTAL:** \$23,190.00

*mw 3/13/14*

BUDGET SOURCE(S):

Source	Budget Code	Amount
• OTHER: Substitute, Lesley Bossert is paying for her own sub.		\$240.00
• OTHER: Parent, Students, Fundraisers	ASB A-Choir Account – Student/Parent Contributions - \$675.00	34 * \$675.00

TOTAL: \$23,190.00

SUPERVISORS RECOMMENDATION AND COMMENTS:

Recommend Approve

SUPERVISOR SIGNATURE: \_\_\_\_\_

*Paul R*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

Please approve - all fund raised & paid for.

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 Bossert*

DATE: \_\_\_\_\_

*March 10, 2014*