

Request for Extended Travel

NAME: Christine Blouke

DATE: DEPT/BUILDING Parkrose District Office

PURPOSE: Student Information System Selection Site Visits

Site Visits to Student Information System Finalists.

DISTRICT BENEFIT:

Our assistant director of technology will directly influence the choice of the student information system to be used in the state of Oregon. This benefits Parkrose in that our district needs will be addressed.

TRAVEL DETAILS: 1. DESTINATION : Boston, Massachusetts and Mesa, Arizona

Oregon. This benefits Parkrose in that our district needs will be addressed.

2. DATES: October 30, 2011- November 5, 2011

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline 10/30/11-11/2/11 Boston MA 11/2/11-11/5/11 Mesa AZ	\$425.00
MEALS	Per Diem 10/30/11-11/5/11 \$66.00 X 7 days	\$462.00
LODGING (sharing room)	Hyatt \$340.09 with tax for 3 nights Clarion Hotel \$97.99 with tax for 3 nights	\$438.08
REGIS/FEEES		\$0
SUBSTITUTE		\$0
OTHER (sharing rental car)	Budget rental car \$293.00 for 4 days Payless rental car \$62.15 for 3 days	\$355.15
TOTAL		\$ 1,680.23

BUDGET SOURCE(S):

1. GENERAL FUND: _____

2. WORKSHOP FUNDS: _____

MLD/2/11

3. CONTRACT REQUIREMENT: _____

4. OTHER: Statewide Student Information System Consortium

SUPERVISORS RECOMMENDATION AND COMMENTS:

I recommend that Christine Blanke attend the SIS selection site visits because of the benefits for our district

SUPERVISOR SIGNATURE _____

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SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

K. Gray 10/19/11

while this has not been given time enough to approve, the lateness of the travel request was not Christine's fault - invited on 10/18/11 by ODE.

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: _____

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*no cost to district.