



Parkrose School District #3
 As Per Board Policy DLC/DLC-AR
 Request for Extended Travel
 (Travel Outside 200 Miles)

The Parkrose School Board asks that extended travelers (or their supervisors) present for a few minutes at a Board meeting following their conference. Please make arrangements with the Board Secretary.

NAME: ^{Michael} ~~Michael~~ Lopes Serrao DATE: September 6, 2022 DEPT/BUILDING: District Office

PURPOSE: 2022 Cognia National Gathering for Leaders

TRAVEL DETAILS:
 DESTINATION: Alpharetta, GA
 DATES: November 10-12, 2022

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline	\$ 650.00
LODGING	Fairfield Inn & Suites by Marriott Atlanta Alpharetta \$250.00 with tax	\$ 250.00
PER DIEM	Conference Provides: November 10 - Dinner November 10 - Breakfast & Lunch \$35.00 Nov 11 - Breakfast,Lunch,Dinner \$74.00 Nov 12 - Breakfast,Lunch,Dinner \$74.00	\$ 183.00
REGISTRATION		\$ 0
OTHER	Taxi, Uber, Lyft	\$ 90.00 Round Trip
TOTAL		\$ 1,173.00


BUDGET SOURCE(S) NAME: Superintendent Travel Budget Code: 100.2321.0342.130.000.000 Amount: \$ 1,173.00

BUSINESS SERVICES DIRECTOR SIGNATURE:  DATE: 9/6/22

SUPERVISORS RECOMMENDATION AND COMMENTS: _____

 SUPERVISOR SIGNATURE _____ DATE: _____

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

 SUPERINTENDENT/DESIGNEE SIGNATURE  DATE: 9/6/22

BOARD ACTION: APPROVED: _____ DISAPPROVED: _____ DATE: _____