

Request for Extended Travel

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

NAME: Lynn Cole

DATE: March 7, 2018

DEPT/BUILDING: Parkrose High School

PURPOSE: To attend the 2018 Annual PNACAC Conference  
(Pacific Northwest Association for College Admission Counseling)

- DISTRICT BENEFIT:** Guiding our students through the college selection process it is necessary to be updated in the most current processes/trends in college admission counseling. The conference has representatives from all over the northwest where I can learn more about options available to our students and build relationships with the admissions personnel who are making decisions about our students futures. My past experiences with PNACAC have allowed me to bring back great ideas from colleges and other high schools that we have been able to implement at Parkrose to enhance our students college admission process.

TRAVEL DETAILS: 1. DESTINATION: Spokane, WA  
2. TRAVEL DATES: May 23-25 2018

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
• TRAVEL	Flight to Spokane	\$183.30
• MEALS	W/Th Dinner (\$33 each per Diem)	\$66
• LODGING	Hotel	\$101.77
• REGIS/FEES	Scholarship - \$220	\$0
• SUBSTITUTE		
• OTHER		

Charge to  
100, 2240, 0249.  
100, 330, 000  
MJP

TOTAL: \$351.07

BUDGET SOURCE(S):

<i>SOURCE</i>	<i>BUDGET CODE</i>	<i>AMOUNT</i>
• GENERAL FUND:		
• WORKSHOP FUNDS:		\$225 351.07
• CONTRACT REQUIREMENT:		
• OTHER: Measure 98 funds		\$126.07

TOTAL: \$351.07

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE:

*Molly Burke*

SEND FORM TO SUPERINTENDENT/DESIGNEE:

*R* 4/10/18

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

*please approve K Gray*

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:

*[Signature]*

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



**Congratulations!** You have been selected to receive a PNACAC Conference Scholarship. This scholarship covers your **Full Conference** registration fee (including: registration, all meals during the conference, President's reception/dinner, and conference social). You must register for the conference before ***March 16, 2018*** on the [PNACAC Conference Registration page](#).

To register use this **SCHOLARSHIP CODE: FULL2018**

Once you get to the payment page, you will be able to enter your scholarship code above to bypass payment. Please let us know if you have questions or difficulties registering. *If you are unable to accept this scholarship, please let us know so we are able to use these funds to sponsor another applicant.*

Travel and accommodations are not covered by this scholarship, so be sure to make arrangements as necessary. Hotels are filling up fast, please book ASAP, for more information, visit the conference [lodging options](#).

**REMINDER:** Scholarship recipients are required to volunteer for at least two hours during the conference or present a session during IDEA or the main conference. We will be sending out a volunteer sign up as we get closer to the conference.

Again, congratulations and we look forward to seeing you at the conference!

Sincerely,

Kelly Talbert  
PNACAC Conference Scholarship Chair

White - Human Resources  
 Yellow - Accounts Payable  
 Pink - Staff Member

Parkrose School District No. 3  
 10636 N.E. Prescott  
 Portland, Oregon 97220  
 (503) 408-2100

**CERTIFIED WORKSHOP FORM**

**Reimbursement** \_\_\_\_\_ **or** **Purchase Order** \_\_\_\_\_

Name Lynn Cole Building High School Position Counselor  
 PEID Number \_\_\_\_\_ Workshop PNACAC Annual Conference  
 Workshop Date(s) May 23-25 Location Spokane, WA  
 Substitute Teacher NA Full Day(s) \_\_\_\_\_ Half Day(s) \_\_\_\_\_  
 Have you pre-registered?  YES  NO Confirmation Number 1936

*If requesting a purchase order:*  
 A copy of registration paperwork must be attached with name of course, cost and companies name, address and phone.

*If requesting a reimbursement:*  
 A copy of registration paperwork and original receipts are completed and attached to be sent with payment.  YES  NO

Staff Signature [Signature] Date 3/23/18

Budget Code (Mandatory) for Registration, Mileage, Meals, Lodging, etc \_\_\_\_\_

Substitute Required?  YES  NO Number of days \_\_\_\_\_ Budget Code (Mandatory) \_\_\_\_\_

*Note: Substitute costs will be deducted from balance before reimbursement check is cut. BUDGET CODE MUST BE WRITTEN ON SUBSTITUTE TIME SHEET.*

Approved  Denied \_\_\_\_\_  
 Principal/Supervisor [Signature] Date 3.23.18  
 School Secretary \_\_\_\_\_ Date \_\_\_\_\_  
 Workshop Committee \_\_\_\_\_ Date \_\_\_\_\_

*If this workshop is over 200 miles one-way, have you filled out an extended travel form and had it board approved? Registration or reimbursement cannot be done without prior board approval.*

Workshop/Seminar Registration Fee	\$ <u>0 (Scholarship)</u>	Budget Code _____
Mileage Flight Miles x _____ cents	\$ <u>183.30</u>	Budget Code <u>100.2240.0249.100.330.000</u>
Lodging	\$ <u>101.77</u>	Budget Code <u>100.2240.0249.100.330.000</u>
Meals	\$ <u>166.00</u>	Budget Code <u>100.2240.0249.100.330.000</u>
Substitute Salary days at \$ _____	\$ _____	Budget Code _____
Human Resource Director's Signature	<u>[Signature]</u>	Date <u>4/10/18</u>
Business Services Director	<u>[Signature]</u>	Date <u>4/10/18</u>

Pacific Northwest Association for College Admission  
Counseling  
PO Box 12474  
Mill Creek, WA 98082  
eapnacac@gmail.com  
Federal Tax ID Number: 91-1332142

## INVOICE 1936



Parkrose High School  
Lynn Cole  
12003 NE Shaver St.  
Portland, Oregon 97220  
United States

Invoice # 1936  
Invoice Date 03/07/2018  
Invoice Due 03/21/2018

<b>Amount Due</b>	<b>\$ 0.00</b>
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### Transactions

Description	Amount
Lynn Cole: Conference Registration - Full Conference	\$ 220.00
Lynn Cole: Conference Registration - Full Conference discount	-\$ 220.00

<b>Total Amount</b>	<b>\$ 0.00</b>
<b>Amount Paid</b>	<b>-\$ 0.00</b>
<b>Amount Due</b>	<b>\$ 0.00</b>

Please contact Ann Nault, PNACAC Executive Assistant with any questions: eapnacac@gmail.com

Confirmation Code:  
IEFGDY



Traveler

Lynn Cole  
E-Ticket: 0272165583312  
MP#: Alaska 74045381  
Seats: PDX-GEG 9E  
GEG-PDX 9A

Flight	Departs	Arrives
<i>Alaska</i> Alaska 2350 Operated by Horizon Air as AlaskaHorizon Check in with Alaska Airlines Main (T)   Nonstop Distance: 277 mi   Duration: 1h 5m	Portland, OR (PDX) 11:10 am Wed, May 23	Spokane (GEG) 12:15 pm Wed, May 23
<i>Alaska</i> Alaska 2355 Operated by Horizon Air as AlaskaHorizon Check in with Alaska Airlines Main (G)   Nonstop Distance: 277 mi   Duration: 1h 10m	Spokane (GEG) 12:45 pm Fri, May 25	Portland, OR (PDX) 1:55 pm Fri, May 25

Flight Total for 1 passenger: \$183.30  
The Alaska Airlines VISA ending with \*\*\*\*\*2153 has been charged a total of USD \$183.30.

Total per passenger	\$183.30
Fare	\$143.91
Base fare	\$143.91
Taxes and fees	\$39.39
US flight segment tax	\$8.40
US psgr. facility charge	\$9.00
US Sept. 11 security fee	\$11.20
US transportation tax	\$10.79

Each ticket and any booking or change fees will be a separate charge on your credit card statement.  
For additional assistance with your reservation, call reservations at 1-800-ALASKAAIR (1-800-252-7522).

Your Confirmation Number is

**4RZZMWVEL**

Summary Details

**| GUEST INFORMATION**

Edit

**2 BILLING INFORMATION**

Edit

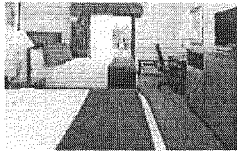
**\$203.55** — 4RZZMWVEL

Modify

Cancel

**WEDNESDAY, MAY 23 — FRIDAY, MAY 25**

Red Lion River Inn



**PNW Assn of College Admissions** **\$178.00**  
**2 Nights, 1 Adult**

**Two Queen Beds Poolside**

This 312 square foot room features Stay Comfortable plush pillowtop beds with poolside access. Amenities include, free wireless Internet access, work desk and chair, alarm clock/radio, coffee maker, iron with board, hairdryer, refrigerator, microwave and Premium Cable or Satellite TV. Eco-Friendly Bath Amenities.

Subtotal	\$178.00
Estimated Taxes	\$25.55
<b>TOTAL</b>	<b>\$203.55</b>

**Resend Confirmation Email**

You may resend the confirmation email to the address provided or a different address.

Email Address

lynn\_cole@parkrose.k12.or.us

Send

The email has been sent successfully.

**Print Confirmation**

Use the "Print" button to print a paper copy of this confirmation.

Print