

**Request for Extended Travel**

NAME: Yuki Monteith & Helen Ying \_\_\_\_\_

DATE: October 14, 2008 DEPT/BUILDING Parkrose High School-Assistant Principal

PURPOSE: AVID Data Analysis Trainings-Using data to inform instructional practice and shape school culture

AVID cancelled November 12-14, 2008 and rescheduled to March 2009

DISTRICT BENEFIT: \_\_\_\_\_

TRAVEL DETAILS : 1. DESTINATION : San Diego, California

2. DATES: March 8-10, 2009

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline Ticket	\$688.00
MEALS	Per Diem- \$95.00 x 2 Mar 8 – Dinner \$25.00 Mar 9 – Breakfast, Dinner = \$35.00 Mar 10-Breakfast, Dinner=\$35.00	\$190.00
LODGING	Courtyard at the Marriott– \$161.10+2 rooms x 2 nights	\$644.40
REGIS/FEES	Registration -\$450.00 x 2	\$900.00
SUBSTITUTE		
OTHER	Transportation- Airport-Taxi \$10.00 to 15.00 one way Taxi to and from Hotel to Training \$10.00	\$40.00
<b>TOTAL</b>		<b>\$2,462.40</b>

BUDGET SOURCE(S):

1. GENERAL FUND: 51-79-2240-64-0342 - ~~\$900.00~~ 1562.40 51-79-2240-64-0641 - ~~\$1562.40~~ 900.00

2. WORKSHOP FUNDS: \_\_\_\_\_

3. CONTRACT REQUIREMENT: \_\_\_\_\_

*10/16/08  
hml*

4. OTHER: \_\_\_\_\_

**SUPERVISORS RECOMMENDATION AND COMMENTS:**

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**SUPERVISOR SIGNATURE** \_\_\_\_\_

**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**

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H. Gray      (OK)      10/20/08  
Supt.

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**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:** Yuki M. Mendelith

**DATE:** 10/14/08