

Request for Extended Travel

NAME: Karen Gray, Ed Grassel & Yuki MonteithDATE: October 5, 2010 DEPT/BUILDING District OfficePURPOSE: 3 Attending NSBA's 71st Annual Conference

DISTRICT BENEFIT: Chair Ed Grassel, Director Yuki Monteith and Supt. Karen Gray are presenting on effective school Boards at NSBA. National conferences provide opportunities for vast networking, funding opportunities and programs to increase student achievement.

TRAVEL DETAILS: 1. DESTINATION: San Francisco, CA2. DATES: April 8-11, 2011

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airline \$317.00 x 3	\$951.00
MEALS	April 8-11 Breakfast, Lunch & Dinner \$66.00 per diem x 4 days x 3 people	\$792.00
LODGING	\$224.00 + 15.58% tax = \$258.90 \$258.90 x 2 rooms x 3 days	\$1,553.40
REGIS/FEES	\$860.00 x 3 people	\$2,580.00
SUBSTITUTE		0
OTHER	Shuttle- \$15.00 one way x 2 x 3 (to and from the airport)	\$30.00 90.00
TOTAL		\$5,906.40 5916.40

* Supt. Gray is actively seeking the means to have costs defrayed for this conference through OSBA.

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BUDGET SOURCE(S):

1. GENERAL FUND:

eg 01-71-2310-DD-0342-1988.80

2. WORKSHOP FUNDS:

eg 01-71-2321-DD-0342-1988.80

ym 51-71-2240-LH-0342-1988.80

3. CONTRACT REQUIREMENT:

59160.40

4. OTHER:

mm
10/12/10

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

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:

Karen Gray, Supt.

DATE:

10/11/10