

Request for Extended Travel

NAME: Parkrose High School Principal Ana Gonzalez and Parkrose Middle School Principal Molly Davies_____

DATE: October 2, 2009 DEPT/BUILDING Parkrose High School and Parkrose Middle School

PURPOSE: Attending NASSP Annual Convention

DISTRICT BENEFIT: _____

_____ By attending the national conferences, the secondary principals will learn new approaches for _____
 _____ school improvement and student achievement, share best practices with colleagues, and be _____
 _____ informed of issues/trends in the national arena for secondary schools. Upon return from the _____
 _____ conference, the secondary principals will share their knowledge at the district secondary _____
 _____ principals meeting. _____

TRAVEL DETAILS: 1. DESTINATION: Phoenix, AZ
 2. DATES: March 11-14, 2010

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airlines	\$569.00
MEALS	March 11-Lunch-Dinner \$39.00	\$322.00
	March 12- \$49.00 March 13 - \$49.00	
	March 14 – Breakfast-Lunch \$24.00	
	Total- \$161.00 X2 =	
LODGING	Hotel- 1 Room (Double) \$225.00x12.27%tax x 3 nights=	\$757.82
REGIS/FEES	Registration -\$295.00 x 2	\$590.00
SUBSTITUTE		\$0
OTHER	Airport to Hotel-	\$48.00
	Supershuttle \$12.00 per person x 2	
	Hotel to Airport- (hotel has this available)	
	Executive Car \$12.00 per person x 2	
TOTAL		\$2,286.82

MML 10/18/09

BUDGET SOURCE(S):

1. GENERAL FUND: 51-79-2240-64-0342

2. WORKSHOP FUNDS: _____

3. CONTRACT REQUIREMENT: _____

4. OTHER: _____

SUPERVISORS RECOMMENDATION AND COMMENTS:

SUPERVISOR SIGNATURE _____

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

OK K Gray 10/13/09

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: Y E Marshall

DATE: 10-2-09