

**Request for Extended Travel**

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

NAME: Keija Lee

DATE: February 10, 2015

DEPT/BUILDING Band / Parkrose High School

PURPOSE: OSAA State-qualifying Band Festival

**DISTRICT BENEFIT:** 50 Band students will represent Parkrose High School at a high level music competition. In addition to the musical benefits of competition, these band students and accompanying chaperones will develop camaraderie, which builds membership and commitment in the band program.

TRAVEL DETAILS: 1. DESTINATION: Western Oregon University and Seaside, Oregon

2. TRAVEL DATES: April 3-4, 2015

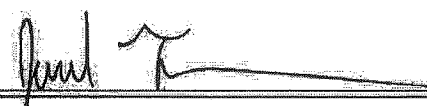
<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
• TRAVEL	School Bus	Approx. \$750.00
• MEALS	Dinner 4/3, Breakfast 4/4	Approx. \$1100.00
• LODGING	Best Western Seaside	Approx. \$2,820.00
• REGIS/FEES	Festival Fee	\$300.00
• SUBSTITUTE	04/03/15 (half day at MS)	\$112.00
• OTHER		

TOTAL: \$5082.00

**BUDGET SOURCE(S):**

Source	Budget Code	Amount
• GENERAL FUND:		
• WORKSHOP FUNDS:		
• CONTRACT REQUIREMENT:		
• OTHER: Student Fees/Fundraising		\$5,082.00

TOTAL: \$5082.00

**SUPERVISORS RECOMMENDATION AND COMMENTS:**  
Students paying for trip. Recommended approval.  
  
**SUPERVISOR SIGNATURE:** 

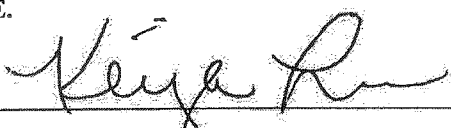
**SEND FORM TO SUPERINTENDENT/DESIGNEE:**

**SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:**  
Rec. approval K Gray 2/18/15

**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:** 

**DATE:** 2/10/15