

Arlington Public Schools
"Providing the means to accomplish dreams"

Supportive Information Sheet

Subject: **OUT-OF-STATE TRAVEL REQUEST – DECA TO
INTERNATIONAL DECA COMPETITION (ICDC),
ANAHEIM, CA, APRIL 28 – MAY 3, 2009**

Action

Page(s): _____ Three (3), including cover _____

Submitted by: _____ Brett A. Sarver, CTE Director _____

Date: _____ February 23, 2009 _____

Background Information:

Marketing/DECA students (number TBA after State competition – March 7) will attend International Career Development Conference (ICDC) in Anaheim, CA from approximately April 28 through May 3 (dates based on airfare and airline availability) for the purpose of attending and participating in the International DECA Career Development Conference and Competition.

Administrative Consideration:

The substitute cost for Mr. Payne will be paid out of the CTE budget. Other trip costs will be paid from DECA ASB funds and student personal funds.

Conference, travel, and overnight reservations and accommodations will be prepared and arranged by the program advisor.

Superintendent's Recommendation:

That the Board approves the out-of-state travel for the DECA students to travel to Anaheim, California to participate in the International Career Development Conference (ICDC) from April 28 to May 3, 2009.

OUT OF STATE TRAVEL REQUEST FORM

Any out of state travel for an employee of the District, for any group of students who are supervised by a certificated or classified staff member, or any employee, or student chosen to represent the District at any approved event, needs to complete this form which will be reviewed by the Board of Directors prior to any consideration for travel approval. Board Policy 5327 specifies that this permission is necessary. Please complete this form and submit it to the Central Office prior to the regularly scheduled board meeting so that this information can be included in the board packet for review before the scheduled meeting time.

The employee who is submitting this form is required to attend the Board meeting to answer any questions which might be raised by a Board member.

Name Tyler Payne

Building Arlington High School

Date(s) of proposed out of state travel: April 28 to May 3, 2009

The purpose for this out of state travel request is: DECA International Career Development Conference

The number of people who will comprise the group is: approx. 10 students(# tbd), 1 teacher, 1 marketing para-educator

The estimated cost of the trip will be \$10,680 ; and, the source of the funding is DECA Store/ ASB, Student money

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. _____ (please initial)

I am willing to share information with my colleagues that I have gained from my out-of-state travel experience in the following manner:

Yes, upon request

Employee Signature

Date

Immediate Supervisor Signature

Date

Out of state travel was approved denied by the Board of Directors on: _____

**Please see the back for additional mandatory detail*

OUT OF STATE TRAVEL REQUEST FORM

ADDITIONAL COMMENTS

*Please include the following information in the estimated cost for your proposed travel if applicable:

a) substitute costs, if necessary,
4 days * \$150 = \$600

b) mileage costs - N/A

c) registration costs - Advisor and chaperone (\$140 * 2 = \$280)
Students (\$140 * 10 = \$1,400)

d) incidental costs related to this travel -

Estimated cost of trip:

➤ Registration (advisor and chaperone 2 * \$140)	\$ 280.00
➤ Registration (10 students * \$140)	\$1,400.00
➤ Hotel (1 advisor and 1 chap 2 rooms \$250 a night 4 nights)	\$2,000.00
➤ Hotel (10 students, 3 rooms \$250 a night four nights)	\$3,000.00
➤ Airfare (1 advisor and one chaperone 250 * 2 = \$500)	\$ 500.00 appx
➤ Airfare (10 students 250 * 10 = \$2,500)	\$2,500.00
➤ Additional meals 1 instructor and chaperone	\$ 400.00 appx
➤ Substitute teacher (1) 4 days	\$ 600.00 appx

Total for one adult \$10,680 appx