

**Arlington Public Schools**  
"Providing the means to accomplish dreams"

<b>Supportive Information Sheet</b>
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**Subject: OUT-OF-STATE TRAVEL REQUEST for *National School Board Association (NSBA) Annual Conference***

Action

**Page(s):** \_\_\_\_\_ Three (3), including cover \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ Dr. Kristine McDuffy, Superintendent \_\_\_\_\_

**Date:** \_\_\_\_\_ March 9, 2009 \_\_\_\_\_

**Background Information:**

Arlington Public Schools Board Policy 5327 states that any district employee traveling out of state must complete an *Out-of-State Travel Request Form*, which will be reviewed by the Board of Directors prior to any consideration for travel approval. The Board regularly attends the National School Board Association's Annual Conference.

**Administrative Considerations:**

This year, the conference will be held in San Diego, CA from April 4-7, 2009. Attendees will include: Directors Bob McClure, and Jim Weiss, and Student Advisor Nikita Doggett.

Given the status of the budget, the Board recommends sending two (2) Board members, along with our Senior Student Advisor.

**Superintendent's Recommendation:**

That the Board approves the *Out-of-State Travel Request* to the NSBA Annual Conference April 4-7, 2009, in San Diego, CA, for Directors McClure and Weiss and Student Advisor Doggett.

ARLINGTON SCHOOL DISTRICT NO. 16  
315 N. FRENCH  
ARLINGTON, WA 98223

**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.*

Names Directors Bob McClure and Jim Weiss, and Student Advisor Nikita Doggett

Building Administration

Date(s) of proposed out of state travel April 2-7, 2009

The purpose for this out of state travel request is National School Board Association

Annual Conference in San Diego, CA

The number of people who will comprise the group is Three (3)

The estimated cost of the trip will be \$8092.74; and, the source of the funding for the trip is from Board of Directors' budget

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

I am willing to share information with my colleagues which I have gained from my out of state travel experience in the following manner: Board, Community, and Staff Meetings

\_\_\_\_\_  
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	<b>N/A</b>
<i>N/A</i>	
b) mileage:	<b>\$ 136.40</b>
<i>124 miles to/from SeaTac</i>	
<i>X 2 vehicles X .55/mile</i>	
c) registration:	<b>\$2550.00</b>
d) incidental costs:	
<b>airfare</b>	<b>\$ 892.20</b>
<b>hotel</b>	<b>\$3358.14</b>
<b>meals</b>	<b>\$ 656.00</b>
<b>ground transportation</b>	<b>\$ 350.00</b>
<b>airport parking</b>	<b>\$ 150.00</b>
<b>TOTAL</b>	<hr/> <b>\$8092.74</b>