

Arlington Public Schools
“Providing the means to accomplish dreams”

Supportive Information Sheet

**Subject: OUT OF STATE TRAVEL REQUEST – DECA to
WESTERN REGION LEADERSHIP CONFERENCE,
PHOENIX, AZ, NOVEMBER 20-23, 2008**

Action

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

Submitted by: _____ Brett Sarver, CTE Director, Arlington School District _____

Date: _____ October 13, 2008 _____

Background Information:

This is an annual request to attend DECA Western Region (13 states) Leadership Conference in Phoenix. The trip includes air transportation to Phoenix (a first for many students), and seminars on leadership, career development—general and specific, motivational speakers and competition. Another positive of the trip, as always is that the students meet others from our 13 state Western Region. We have been attending this conference for approximately 14 years.

Administrative Consideration:

The substitute cost for Mr. Payne will be paid out of the CTE budget. 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 request for DECA students to travel to Phoenix, Arizona to participate in the DECA Western Region Leadership Conference from November 20-23, 2008.

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: November 20-23, 2008

The purpose for this out of state travel request is: DECA Western Region Leadership Conference

The number of people who will comprise the group is: 10-12 students/1 teacher/1 para -ed

The estimated cost of the trip will be of \$2245 for both adults / \$350 per student; DECA will pay an addition \$350 per student and the source of the funding for the trip is from District program funds (instructors) and student personal funds / DECA. DECA will allow student fee to be paid over a designated period of time.

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:

Presentation, student presentation, and School Board presentation, if desired.

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,
1 day * \$140 = \$140

b) mileage costs - N/A

c) registration costs - See below

d) incidental costs related to this travel -

Estimated cost of trip for 2 adults:

- | | |
|---|--------------|
| • Registration for 2 adults (\$145 per) | \$290 |
| • Transportation | |
| ○ Round trip air | \$ 600 +/- |
| • Additional meals | \$ 150 |
| • Substitute teacher | \$ 140 appx |
| • Lodging | \$ 1065 appx |

Total \$2245 appx