

Central Unified School District

Travel Request

Request No. **TR-**

This is not a Purchase Order Number.

NOTE:

Complete this form only if travel costs involve more than registration costs or travel exceeds 40 miles one way

1. Attach the following to this form along with requisitions when completed:
 - A. Conference/Workshop Flyer or Agenda that describes the event.
 - B. Completed Registration form for each Attendee.
 - C. Guest Confirmation from Hotel/Motel, if there is a Requisition for lodging.
 - D. Distance Chart measuring miles from work or home to either hotel/motel, or conference/workshop; as appropriate.
2. Complete Purchase Requisitions for each of the Travel Costs, as appropriate and record requisition numbers below.

Request Date	6/6/18		
Names and Sites of Travelers	Sarah Mattos; Sara Emerich; Taylor Gibson, Courtney Gendron - Polk Elementary School		
Name of Conference or Workshop	Teach Your Heart Out		
Destination City and State	Henderson, NV		
Departure Date and Time	6/28/18 5:03 pm		Conference Start Date and Time 6/29/18 8:00 am
Return Date and Time	7/1/18 8:20 pm		Conference End Date and Time 6/30/18 4:15 pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)			
Substitute Required?	No	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	CUTA Overage
Purpose of Conference/Workshop	New and Innovative Classroom Strategies and Educational Techniques		
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	NO	If applicable, is this a required training that will be beneficial to the district and/or in line with program mandates for categorical funding (AR (3460)?	NO

Travel Cost	Amount	Purchase Requisition Numbers
Registration	2,362.00	Registration Fee R-
Lodging	400.00	Lodging R-
Transportation - Non-Personal Vehicle	1,008.00	Mileage/Meals R-
Meals	584.00	Registration: Includes 2 nights 6/28&6/29 R-
Transportation - Personal Vehicle		Hotel: 6/30/18 x 2 rooms (estimate) R-
Other Cost		Meals: 6/28-D; 6/29&30-BLD x 4 R-
Total Travel Costs	\$ 4,354.00 -	R-

Meals	Condition	
Breakfast	-If travel begins on or before 7:00 am	
Lunch	-If travel begins on or before 11:00 am	
Dinner	-If travel begins on or before 7:00 pm	

****Meal Rates Determined By CSEA and CUTA Agreements**

Site Approval

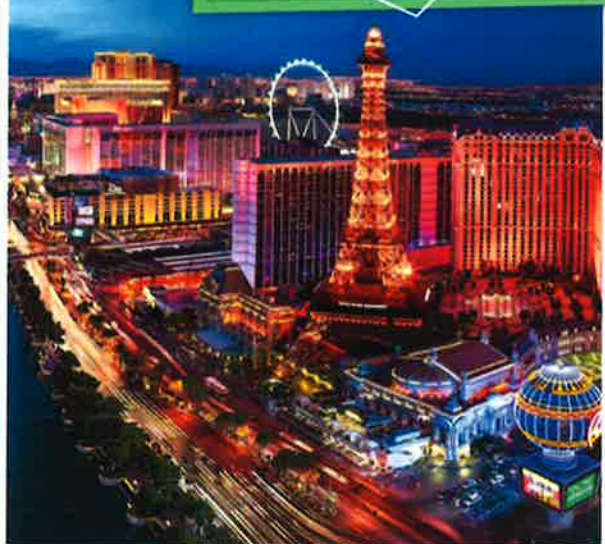
Superintendent Signature or Cabinet Member

****Board Approval is required for all out of state travel****

updated 12/14/16



LAS VEGAS



CONFERENCE DATES:
JUNE 29-30th, 2018

LOCATION:
Las Vegas, Nevada
Green Valley Ranch Resort, Spa &
Casino
2300 Paseo Verde Parkway
Henderson, NV 89052

CLICK HERE TO REGISTER! (<https://www.eventbrite.com/e/teach-your-heart-out-conference-las-vegas-nevada-tickets-37944524093>)

CLICK TO BOOK YOUR HOTEL!(<https://book.passkey.com/event/49486055/owner/32023/home>)



TEACH YOUR HEART OUT SUBSCRIPTION BOX

We wanted to offer you a professional development subscription box for the conference. We know that spending a large amount of money at one time can be **TEACH YOUR heart OUT** of this The Teach Your Heart Out! Subscription Box was birthed. You get to pay for the conference over in ten payments, and you also receive some outstanding perks for joining. You can sign up for the sub box during the month of September 2018.



WHAT YOU GET...

- The Early Bird Rate of \$385 (\$38.49 per month), and \$796 (\$79.60 per month for a room for two nights at the hotel). You get to pay over ten months with the first payment being due when you register. If you and a friend are sharing a room then only one of you needs to sign up for the conference + room rate.
- A Teach Your Heart Out! Subscription box sticker, and button
- Special VIP Seating at the conference
- Teach Your Heart Out! Notecard
- Go Noodle Plus Subscription
- Premium Swag Bag
- A subscription box member only session at the conference with Kami Butterfield, Kim Rahn or Lindsey Petlak.



SCHEDULE

(/schedule1.html)



PRESENTERS

(/presenters1.html)



THE CONFERENCE GUIDE

(/uploads/1/1/9/4/119480622/tyho_vegas_guide.pdf)

CONFERENCES

VEGAS (/vegas.html)
MIAMI (/miami.html)
BAHAMAS (/bahamas.html)
ATLANTA (/atlanta.html)

TEACH YOUR HEART OUT CONFERENCE



Want to learn some new and innovative classroom strategies? Are you looking for some strategies that are on the cutting edge and research based? Does your passion for teaching need to be reignited? You will be learning from top educators all while having loads of fun! Come join us at the Teach Your Heart Out Conference.

(<http://www.tyhoconf.com>)

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TEACH
YOUR
HEART
OUT!

TEACHER CONFERENCE

Las Vegas, Nevada
June 29-30, 2018

WE CREATE. WE TEACH. WE INSPIRE.

TEACH YOUR HEART OUT

schedule: day 1

8:00-9:15 Welcome- Trevor Muir

9:15-9:30 Break

9:30-11:30 Tracy Costa & Shella Kennedy- Growth Mindset for the Classroom

All teachers will benefit from this session because a growth mindset has many positive correlations to educational success. We will help you to identify your classroom's mindset and determine the obstacles that may stand in the way from this transformation. Additionally, you will learn specific ways to cultivate a growth mindset in your classroom community.

11:30-1:00 Lunch on your own



1:00-2:15 grade level break out session 1



PRE K- 2nd Grade

Vera- Diversity Through Children's Books

Children yearn to see themselves in our classrooms. In this session, discover how our culture reveals itself in the classroom and make connections between diversity and our students using children's books. Confidently engage in conversations about cultural backgrounds and identify higher-order thinking questions to use with children's books about diversity. Walk away with a tool box full of strategies to help you talk about diversity.

3-5th Grade

Ashley Marquez- Classroom Management

Fostering independent learning and a calm classroom environment all begins with great classroom management. Using different tools and techniques is important to your students' success as well as running a smooth classroom. This session will provide teachers with ideas on managing whole class, group, and individual student behavior, time management ideas, and tips and tricks to keep your students engaged in learning.

6th-8th Grade

Casey Bethel- Why I Chose Teaching

Casey will share his successes and failures as a classroom teacher all while inspiring each educator to give 110%. He will share stories from his travels around the state and nation as the 2017 Georgia Teacher of the Year. You will leave this session motivated and encouraged.

2:15-2:45 Break

WE CREATE. WE TEACH. WE INSPIRE.

TEACH YOUR HEART OUT

schedule: day 1



grade level break out sessions



2:45-4:00 break out session 2

PRE K- 2nd Grade

Brooke Brown- Imagine, Play, Create: The Magic of Makerspaces

Unleash your students' creativity with a classroom Makerspace! A Makerspace is an area reserved for creative exploration, engineering, tinkering, and inventing. Learn how to utilize STEM Bins®, creative arts, and technology to promote your students' multiple intelligences, encourage collaboration, and cater to unique learning styles. Starting points and management tips will be provided for stress-free set up as well as a hands-on exploration with STEM Bins®.

3-5th Grade

Aris Rossi- Technology in the Classroom: Going Beyond the Basics

So your school is using more and more technology...now what? You can use the power of technology in your classroom to maximize student learning. In this session, Aris will focus on technology-based activities, technology apps and programs, tech tips on how to assess student knowledge, give paperless quizzes, create digital exit tickets, and even how to receive digital feedback from students and parents! Each attendee will need to bring a digital device- Chromebook, laptop, tablet, etc.

6th-8th Grade

Kayse Morris- Bring Back Recess!

Motivate your middle school students with an interactive classroom environment. Movement is making a comeback and research says students who exercise regularly improve their thinking and learning skills. Use these simple moveable moments during your lesson and watch learning climb to new heights. Middle schoolers deserve recess too!

4:00-6:00 Break and vendor shopping

6:00-7:00 Happy Hour- Located in the hotel, exact location TBD. Drinks and a snack will be provided by GoNoodle.

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TEACH YOUR HEART OUT

schedule: day 2

VIP Subscription Box Subscribers Session

**only for subscription box subscribers **

7:30-8:20 Kami Butterfield- The Road to the Paperless Classroom

Take a sneak peek into Kami Butterfield's 1:1 iPad classroom. She will be sharing her simple secrets to success and the four apps that can be used on ANY device to help you go more digital in your class.

8:30-10:00 Keynote: Gerry Brooks- School Culture

Every educator needs a little humor in our lives. Gerry is a Facebook and YouTube sensation! He will share his take on doing what it takes to keep positive attitudes in education. He will do this all while keeping us laughing and inspired.

10:00-10:15 Break



grade level break out sessions



10:15-11:30 break out session 1

PK- 2nd Grade

Michelle Griffo & Hadar Hartstein- Tips and Tricks from Target Teachers

Where does every teacher love to shop? Target, of course! After starting their ever popular Instagram account, @targetteachers, Michelle and Hadar have collected an abundance of their favorite classroom tips, tricks, and ideas to share with you to enhance your primary classroom. Engagement and creativity are the keys to their successful classrooms, so join them in their obsession with all things Target.

3rd-5th Grade

Jen Jones- Creating a Reading Culture in Your School

Is your school ready to create a school-wide reading culture? Let's explore ways that we as teachers and school leaders can instill, inspire and ignite a passion for reading within our students without reading logs, worksheets or AR tests and certainly not citing text based evidence in everything they read. If learning to read is the expectation, then teaching and modeling a love of reading through a school-wide emphasis on reading habits, attitudes and engagement is essential. Teachers need to be a walking, talking, breathing billboard for books, come learn how!

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TEACH YOUR HEART OUT

schedule: day 2



grade level break out sessions



10:15-11:30 break out session 1

6-8th Grade

Danielle Knight- Technology in the Classroom: Going Beyond the Basics: Transform the Learning Space for Creating Knowledge Together

Are you ready to spend your days with less teacher talk and more student-centered learning? Your students will love being productivity engaged in well designed student voice and student choice activities that are built into their curriculum. Explore meaningful and innovative technology driven lessons where you can utilize one tech device, just a few devices, or in a 1:1 environment. Technology is an awesome way to differentiate! This opportunity will definitely get you to try something new!

Special Ed.

Michaela Davis- Tips for starting off the year right in your special education classroom

Back to school season can be a stressful time for a special education teacher. Between paperwork and the inevitable schedule changes, it is easy to get overwhelmed the first few weeks back at school. In this session, Michaela discusses ways to get organized and start your year off right. Attendees of the session will also receive access to electronic downloads, including data sheets, visual schedules, positive behavior supports, and more.

11:30-1:30- Lunch on your own

1:30-3:00 break out session 2

Pk-2nd Grade

Kayla Deltzer- Guided Writing & Beyond: Revision & Editing Strategies that Really Work

Do your students lack the revision skills necessary to create meaningful writing? Collect strategies to implement in your guided writing or writing workshop block. Kayla walks you through classroom-tested revision and editing strategies. Take your revision and editing process beyond the basics to advance your students' writing to the next level.

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TEACH YOUR HEART OUT

schedule: day 2



grade level break out sessions



1:30-3:00 break out session 2

3-5th Grade

Brittany Roof- Building a Strong Classroom Community

Promoting a sense of community in the classroom requires time, a desire to create a positive learning environment, and a willingness to make meaningful connections with all students on a daily basis. Building an environment where students feel safe, loved, and respected by all is a key to student success. This session will introduce new strategies that have been successful in building a strong community in the upper elementary classroom.

6-8th Grade

Brittany Wheaton- Using Interactive Bulletin Boards to Transform Your Classroom

Join Brittany as she guides you through developing the perfect classroom environment using interactive bulletin boards. She will present you with a variety of different free templates you can use to design interactive bulletin boards and master the perfect classroom atmosphere! You will learn how to use these resources for reinforcement as well as enrichment. This session focuses on student choice, classroom management, and classroom culture. You will leave this session with resources to use throughout the entire school year as well as resources to implement right away!

Special Ed

Gabrielle Dixon- Bring Back Picture Books

Join Gabrielle as she shows you how to use books to increase comprehension skills and engage your special education learners. We are never too old for picture books!

3:00-3:15- Break- Meet back together for a whole group closing session

3:15-4:00 Tracy Costa & Sheila Kennedy- Teachers Wellness: Take Charge of Your Happiness...You and Your Students Deserve It

Teaching is a rewarding and fun profession...it can also be a stressful and tiring one! Before you write another lesson plan, design another classroom transformation, run to the Target dollar spot or post on Instagram, you need to make sure you are taking care of YOU! Sheila and Tracy will share stories, strategies and sanity-savers that can help you live a balanced life and be the best you. This Teacher Wellness session will have you thriving in and out of the classroom!

4:00-4:15 Closing

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FY 2018 Per Diem Rates for Nevada

(October 2017 - September 2018)

Cities not appearing below may be located within a county for which rates are listed.

To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

October 2017 - September 2018 You searched for: **Nevada** Max lodging by month (excluding taxes.) The last column is the Meals and Incidental Expense (M&IE) rate.

Primary Destination (1, 2)	County (3, 4)	2017 Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Standard Rate	Applies for all locations without specified rates	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$93	\$51
Incline Village / Reno / Sparks	Washoe	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$135	\$135	\$105	\$64
Las Vegas	Clark	\$106	\$106	\$106	\$134	\$134	\$134	\$106	\$106	\$106	\$106	\$106	\$106	\$64

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. *Meals and Incidental Expenses*, see Breakdown of M&IE Expenses for important information on first and last days of travel.



CONFERENCE TRAVEL REIMBURSEMENT FORM

(Submit after conference)

Out of State Travel

To obtain your mileage and meal per diem reimbursement, complete this form, sign and date after the event verifying your attendance, attach form along with your hotel folio to the Purchase Order and send to Accounts Payable. (NOTE: Hotel lodging can still be paid in advance; however, hotel folio must be attached to the PO listed below.)

I certify my attendance to the [redacted] conference located in [redacted] as stated in the attached PO# [redacted] and am requesting reimbursement for the following:

MILEAGE: Number of Miles [redacted] @ .545 cents per mi (copy of map attached) **Mileage Total \$ 0.00**

MEALS: Record meals not provided by conference. Go to <https://www.gsa.gov/portal/category/100120> select State look for city/county, to the far right under M&IE find daily amount. Below input the date and find the daily amount on the chart below and enter the corresponding meal amount

Date	Breakfast	Lunch	Dinner
	travel begins on or before 7:00 am	travel begins on or before 11:00 am, or ends on or after 11:00 am	travel begins on or before 7:00 pm, or ends on or after 7:00 pm
[redacted]	None	None	None
[redacted]	None	None	None
[redacted]	None	None	None
[redacted]	None	None	None
[redacted]	None	None	None

M&IE Total	Breakfast	Lunch	Dinner
\$51	\$11	\$12	\$23
\$54	\$12	\$13	\$24
\$59	\$13	\$15	\$26
\$64	\$15	\$16	\$28
\$69	\$16	\$17	\$31
\$74	\$17	\$18	\$34

OTHER: Other travel related expenses (must provide original receipt or included on Folio)

Description (list all other expenses)

Total Cost

0.00

TOTAL REIMBURSEMENT \$ 0.00

Employee Signature

Supervisor Signature

DATE

DATE

NOTE: Board approval is required for all out-of-state conferences for attendees seeking reimbursement.