

Central Unified School District Travel Request

NOTE:

Request No. TR-
This is not a Purchase Order Number.

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	8/17/18		
Names and Sites of Travelers	Jason Horsman, District Office		
Name of Conference or Workshop	Lexington Leadership Summit		
Destination City and State	Washington, DC		
Departure Date and Time	11/8/2018	Conference Start Date and Time	11/8 - 1pm
Return Date and Time	11/9/2018	Conference End Date and Time	11/9 - 3pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	11/9 B		
Substitute Required?	N/A	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop	Accelerating District-Wide Literacy Gains: Leveraging Research-Proven Best Practices		
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	N/A	Registration Fee R-
Lodging	N/A	Lodging R-
Transportation - Non-Personal Vehicle		Mileage/Meals R-
Meals	103.00	R-
Transportation - Personal Vehicle		R-
Other Cost		R-
Total Travel Costs	\$ 103.00 -	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

Lexington Leadership Summit
November 8-9, 2018
Washington, DC

<https://www.eiseverywhere.com/ehome/nov2018lexialeadershipsummit/739899/>

Dear Jason,

On behalf of Lexia Learning, I invite you to join us at the upcoming Lexia Leadership Summit entitled, **Accelerating District-Wide Literacy Gains: Leveraging Research-Proven Best Practices**. The event will take place November 8-9, at the [Westin Georgetown](#) in Washington, D.C.

Featured speakers:

- Elsa Cardenas-Hagan, Ed.D., CCC-SLP, Director of Valley Speech Language and Learning Center and Associate Research Professor at University of Houston-TIMES, will speak on "Structured Literacy: A Differentiated Approach."
- Elizabeth C. Brooke, Ph.D., CCC-SLP, Chief Education Officer at Lexia Learning and Rosetta Stone and former Director of Interventions at the Florida Center for Reading Research, will speak on "Maximizing the Impact of Reading Assessment and Instruction: The Important Role of Language."

Additionally, join us to gain new perspectives and share insights on:

- Building efficient and effective district-wide plans for literacy assessment and instruction
- Tailoring reading instruction to the specific needs of elementary and adolescent students
- Addressing critical academic language gaps of ELs and non-proficient readers
- Leveraging research-proven resources available from Lexia through networking and sharing best practices among educational leaders

We are happy to offer attendees complimentary airfare, local transportation, meals and lodging to participate in this exclusive Leadership Summit. We understand that schools and districts have different policies and requirements with respect to coverage of expenses, so we ask you to confirm that participation and acceptance is permitted by your school or district when you register. Note that acceptance of this invitation does not imply any commitment or intent to purchase.

For more information or to register for this exclusive event please visit our [event website](#), or contact me directly!

Most sincerely,
Shawn Kiehn