

# 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.

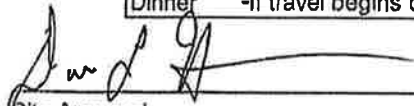
Request Date	8/14/17		
Names and Sites of Travelers	Ryan Surabian, Central High School West		
Name of Conference or Workshop	NFTE National Challenge		
Destination City and State	New York, New York		
Departure Date and Time	October 9th 2017 7pm	Conference Start Date and Time	October 10th, 2017 4pm
Return Date and Time	October 13th, 2017 1pm	Conference End Date and Time	October 12th, 2017 11pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	10/11 D, 10/12 BLD. (Lyles Center is providing stipend for bags/misc outside of conference, please see attached)		
Substitute Required?	Yes	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	NFTE - LYLES CENTER AT FRESNO STATE (Please see attached)
Purpose of Conference/Workshop	To support and coach students Bradley Salvador and Alexander Honeycutt competing in the NFTE National Entrepreneurship Challenge.		
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	N/A	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)?	N/A

Travel Cost	Amount
Registration	\$0
Lodging	\$0
Transportation - Non-Personal Vehicle	\$125
Meals	\$121
Transportation - Personal Vehicle	\$0
Other Cost	\$0
Total Travel Costs	\$ 246.00 -

Purchase Requisition Numbers	
Registration Fee	R-
Lodging	R-
Mileage/Meals	R-
	R-
	R-
	R-
	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

## NFTE Final Competition in New York

[X DELETE](#) [← REPLY](#) [↶ REPLY ALL](#) [→ FORWARD](#) [...](#)**Shannon Sill** <ssill@mail.fresnostate.edu>

Mark as unread

Fri 8/11/2017 12:42 PM

To: Ryan Surabian;

You replied on 8/11/2017 1:37 PM.

Ryan,

Congratulations! Two of your students Alexander Honeycutt and Bradley Salavador won second place for pitching "String Box" at our Fresno Regional NFTE Competition on May 23, 2017. They will be receiving a paid trip to New York by NFTE along with their chaperone.

The Lyles Center recognizes the hard work and encouragement you have done with the students and would like to pay for your hotel and flight to New York in order for you to attend the NFTE National Competition held October 10-13, 2017. We will also be giving you a \$200 stipend for any baggage fees or misc expenses that may arise.

I will contact you soon regarding booking the flight and hotel reservations as soon as NFTE releases the hotel information.

If you have any questions please feel free to email or call me.

Regards,

**Shannon Sill**

Phone: 559-278-3705

Fax: 559-278-6655

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and Entrepreneurship