

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 40miles 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	3/5/18		
Names and Sites of Travelers	Ryan Surabian, Central High School West		
Name of Conference or Workshop	YEA! Competition		
Destination City and State	Rochester, New York		
Departure Date and Time	May 1, 2018 7pm	Conference Start Date and Time	May 2, 2018 8am
Return Date and Time	May 6, 2018 8pm	Conference End Date and Time	May 6, 2018 12pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	TBD		
Substitute Required?	N/A	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	YEA-LYLES CENTER AT FRESNO STATE (see attached)
Purpose of Conference/Workshop	To support and coach student, Aniya Hoggat competing in the YEA Semi-Finals.		
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	none	Registration Fee R-
Lodging	none	Lodging R-
Transportation - Non-Personal Vehicle	\$150	Mileage/Meals R-
Meals	\$270	R-
Transportation - Personal Vehicle	none	R-
Other Cost	none	R-
Total Travel Costs	\$ 420.00 -	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

April 6, 2018

Ryan,

Congratulations! Your student Aniya Hoggatt placed first in the Regional YEA! Final competition at Fresno State on March 22, 2018 for her business idea "Kreative Mindz Custom". She along with one chaperone will receive a paid trip to Rochester, NY to compete in the Saunders National Competition May 2 – May 5, 2018. The trip will include airfare and hotel along with a \$200 stipend for Aniya.

The Lyles Center recognizes the hard work and encouragement you have done with your student and would like to pay for your hotel and flight to Rochester NY so you can attend the Saunders National Competition and watch your student compete. We will also be giving you a \$200 stipend for baggage fees or miscellaneous expenses that may arise.

As soon as we get hotel and flight information I will contact you and your student's parent to make reservations for the trip.

Congratulations again to you and your student Aniya!



Shannon Sill

Program Coordinator

Lyles Center for Innovation and Entrepreneurship

559-278-3705