

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	3/7/19		
Names and Sites of Travelers	Alissa Angle, Child Nutrition Department		
Name of Conference or Workshop	American Commodity Distribution Association (ACDA)		
Destination City and State	Niagra Falls, New York		
Departure Date and Time	05/04/19	Conference Start Date and Time	05/05/19 8:00 am
Return Date and Time	05/09/19	Conference End Date and Time	05/08/19 12:00 pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	Meals are paid for by the Super Co-Op		
Substitute Required?	N/A	Overnight Required?	YES <input checked="" type="checkbox"/>
Funding Source	UNRESTRICTED	Program Name	Super Co-Op is paying for the entire trip
Purpose of Conference/Workshop	To better understand Federal USDA commodity processing in schools.		
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		Registration Fee R-
Lodging		Lodging R-
Transportation - Non-Personal Vehicle		Mileage/Meals R-
Meals		R-
Transportation - Personal Vehicle		R-
Other Cost		R-
Total Travel Costs	\$ 0.00 -	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

Sincerely,

American Commodity Distribution Association



Join us for the 2019 Annual National Conference. This is an event you do not want to miss! **Registration opens December 6! Register prior to March 1 to take advantage of the early bird registration rate!**

Highlights include:

- Sessions for both beginners and advanced level employees
- Community feeding sessions including TEFAP and CSFP
- Understanding roles and responsibilities of different USDA Foods stakeholder groups
- How to maximize USDA Foods entitlement dollars
- Regulations and Guidance on Federal feeding programs
- Procurement
- Hot Topics in USDA Foods Programs

More details, including hotel information and a schedule, can be found on our Annual Conference page.

Registration Fees and Options:

Registration Type	Early Bird Until 3/1/19	Advanced Until 4/15/19	Regular After 4/15/19	One Day Only
Member	\$450	\$525	\$545	\$125
Non-Member: States/Allied/ Agriculture	\$745	\$825	\$845	\$199

Non-Member: Industry/Associate	\$845	\$925	\$945	\$199
Non-Member: Recipient Agency	\$600	\$675	\$695	\$150
Federal Government	\$450	\$525	\$545	\$199
Spouse or Guest*	\$85	\$85	\$85	\$N/A

*Spouse or guest registration provides access to receptions and breakfasts only. Guests are not permitted to attend sessions and/or educational offerings.

View our event cancellation, refund and no-show policies.

American Commodity Distribution Association
info@commodityfoods.org
<http://www.commodityfoods.org/>
850-466-3821

Annual National Conference (ANC)

Schedule at a Glance

[Click here](#) to view a schedule including session topics.

* Schedule subject change

Sunday, May 5

8:00 a.m. - 12:00 a.m. Pre-Conference Workshops
1:00 p.m. - 5:00 p.m. Pre-Conference Workshops

Monday, May 6

6:30 a.m. - 8:30 a.m. Continental Breakfast
7:00 a.m. - 8:00 a.m. Navigating ACDA - A First Timers Session
8:30 a.m. - 10:00 a.m. Opening General Session
10:15 a.m. - 12:30 p.m. Breakout Sessions
Lunch on Own
12:30 p.m. - 2:00 p.m. Breakout Sessions
2:00 p.m. - 5:00 p.m. Welcome Reception
5:30 p.m. - 7:00 p.m.

Tuesday, May 7

Zumba
6:30 a.m. - 7:30 a.m. Continental Breakfast
7:00 a.m. - 8:30 a.m. General Session with USDA
8:30 a.m. - 10:00 a.m. Breakout Sessions

[General](#)

[Agenda](#)

[Hotel Information](#)

[Register Now](#)

10:15 a.m. - 12:15 p.m.	Lunch on Own
12:15 p.m. - 1:30 p.m.	Breakout Sessions
1:30 p.m. - 2:30 p.m.	General Session with ACDA Partners
2:45 p.m. - 3:45 p.m.	Breakout Sessions
4:00 p.m. - 5:00 p.m.	Reception
5:00 p.m. - 6:30 p.m.	

Wednesday, May 8

	Continental Breakfast
7:15 a.m. - 8:15 a.m.	Breakout Sessions
8:30 a.m. - 10:45 a.m.	Closing General Session
11:00 a.m. - 12:00 p.m.	

American Commodity Distribution Association

P.O. Box 841

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Phone: (850) 480-7332

E-Mail: info@commodityfoods.org Enter search string