

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	3/5/19		
Names and Sites of Travelers	Ketti Davis		
Name of Conference or Workshop	Chief Academic Officer Summit		
Destination City and State	Houston, TX		
Departure Date and Time	4/28/19	Conference Start Date and Time	4/29/19 2:00 pm
Return Date and Time	5/5/19	Conference End Date and Time	5/1/19 5pm
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	4/29 D, 4/30 B, L, D, 5/1, B, L		
Substitute Required?	N/A	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop	Professional Development		
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	0	Registration Fee R-
Lodging	0	Lodging R-
Transportation - Non-Personal Vehicle	500.00	Mileage/Meals R-
Meals		R-
Transportation - Personal Vehicle		R-
Other Cost		R-
Total Travel Costs	\$ 500.00 -	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



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cordially invites you to join a

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assistant superintendents
of curriculum, and STEM or
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Broward County Schools, FL

ATYANI HOWARD
and **IAN SCOTT**
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The Opportunity Myth

DR. SONNY MAGANA
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JONATHAN RAYMOND
Whole Child Education

There is no fee to attend, and your summit hotel and meals will be
covered by the Institute. Read more about us and RSVP here:

www.daleadershipinstitute.com/caosummits

For questions, contact Melissa Gallagher at
mgallagher@districtadministration.com • 203-663-0141