

## 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 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   | 3/5/19                          |   |                 |
| 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             |
|---------------------------------------|--------------------|
| Registration                          | 0                  |
| Lodging                               | 0                  |
| Transportation - Non-Personal Vehicle | 500.00             |
| Meals                                 |                    |
| Transportation - Personal Vehicle     |                    |
| Other Cost                            |                    |
| <b>Total Travel Costs</b>             | <b>\$ 500.00 -</b> |

| 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  | <i>**Meal Rates Determined By CSEA and CUTA Agreements</i> |
| Lunch     | -If travel begins on or before 11:00 am |  |
| Dinner    | -If travel begins on or before 7:00 pm  |  |



Site Approval

Superintendent Signature or Cabinet Member

*\*\*Board Approval is required for all out of state travel\*\*\**



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The District Administration Leadership Institute  
cordially invites you to join a

## Chief Academic Officer Summit

Connecting Standards, Instruction and Curriculum Resources

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HOUSTON, TX: APRIL 29-MAY 1, OMNI HOUSTON GALLERIA HOTEL  
ATLANTA, GA: JULY 15-17, 2019, OMNI HOTEL AT THE BATTERY ATLANTA

**AUTHENTIC** learning  
in a uniquely inspiring  
environment

**NATIONAL** event with  
a small-group feel

**INSPIRING** presentations and  
hands-on learning sessions

**SIGNIFICANT** time for  
collaboration, networking  
and idea building

**LIMITED** to 70 CAOs,  
assistant superintendents  
of curriculum, and STEM or  
curriculum directors

Featured speakers include:

**DAN GOHL**  
SUMMIT CHAIR  
Chief Academic Officer  
Broward County Schools, FL

**ATYANI HOWARD**  
and **IAN SCOTT**  
TNTP

The Opportunity Myth

**DR. SONNY MAGANA**  
T3 Framework

**JONATHAN RAYMOND**  
Whole Child Education

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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](http://www.daleadershipinstitute.com/caosummits)

For questions, contact Melissa Gallagher at  
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