

# 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	10/1/18		
Names and Sites of Travelers	Sunny Dhillon and Joy Houlihan Pathway CDS		
Name of Conference or Workshop	CTA Issues Conference		
Destination City and State	Las Vegas		
Departure Date and Time	Jan 17 approx 3:03pm	Conference Start Date and Time	Jan 18 @ 3pm
Return Date and Time	Jan 20 Approx 2:29PM	Conference End Date and Time	Jan 20 @12:15
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)			
Substitute Required?	Yes	Overnight Required?	Yes
Funding Source	District Overage	Program Name	CUTA
Purpose of Conference/Workshop	opportunity for educators from rural, urban, and ESP local areas, to learn, share, strategize and unite together the future of public education		
If applicable, is workshop/conference NCLB compliant for Title I or Title V?		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)?	

Travel Cost	Amount
Registration	270.00
Lodging	570.00
Transportation - Non-Personal Vehicle	364.00
Meals	86.00
Transportation - Personal Vehicle	
Other Cost <i>Bag check in</i>	50.00
Total Travel Costs	\$ 1,340.00

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

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  - 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	10/26/18		
Names and Sites of Travelers	Sara Tolladay (Central High School - East Campus)		
Name of Conference or Workshop	CTA Issues Conference		
Destination City and State	Las Vegas, Nevada		
Departure Date and Time	1/18/19 12:41 PM	Conference Start Date and Time	1/18/19 4:00 PM
Return Date and Time	1/20/19 7:20 AM	Conference End Date and Time	1/20/19 12:00 PM
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	1/18/19 D, 1/19/19 BLD, 1/20/19 D		
Substitute Required?	Yes	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop	The CTA Issues Conference is made to understand + embrace the challenges facing educators in today's post-darwin environment in our local communities and statewide.		
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	\$135.00
Lodging	\$210.00
Transportation - Non-Personal Vehicle	\$158.00
Meals	N/A
Transportation - Personal Vehicle	N/A
Other Cost	N/A
Total Travel Costs	\$ 503.00 -

Purchase Requisition Numbers	
Registration Fee	R-XN2B7NBVWG
Lodging	R-32LBZXJB
Mileage/Meals	R-N/A
	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

*[Signature]* 11.2.18

Superintendent Signature or Cabinet Member

*[Signature]*

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

PENDING BOARD APPROVAL 12.11.18

updated 12/14/16



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**An open letter regarding the hosting of the  
CTA Issues Conference in Las Vegas, Nevada**

The Issues Conference is one of the largest CTA conferences with more than 700 registrants last year. The training program includes multiple varieties of sessions that require a large training facility. The Issues Conference Planning Committee seeks to provide the finest conference possible to our members and to enhance the cause of public education. Having a first-rate facility is critical to the success of our conference. Considerations in making our selection include finding a hotel with ample and affordable sleeping rooms as well as a facility with adequate and flexible meeting space.

The decision to host a conference of this size in Las Vegas presents a very good value proposition to CTA. The cost of sleeping rooms at CTA's contracted hotel is generally much less expensive than a comparable hotel in California saving the money for the local association. In addition, CTA saves money because our hotel is able to offer very competitive pricing on meals and audio visual as well as complimentary parking. Lastly, airfare to Las Vegas is comparable to California intrastate flights and, in some cases, less expensive.

We also strive to select facilities that work to improve their air quality. The Tropicana Hotel has implemented the Nevada Clean Indoor Air Act and has made numerous upgrades to the property to keep the conference facilities and a large number of sleeping rooms smoke-free.

We hope this information is helpful in answering your questions about the process of selecting a conference hotel in Las Vegas, Nevada.

Thank you.

Issues Conference Planning Committee

Category

▼ By time

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(<https://ctago.org/>)

[Description](#)

[Fees](#)

[Pre-Conference](#)

[Venue](#)

[Speakers](#)

[Register](#)

## 2019 Issues Conference



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Register Now (<http://www.cvent.com/d/lbqn00/4W>)

January 18, 2019

4:00 PM

Las Vegas

3801 Las Vegas Boulevard South



Print

G+

## Event description

### **The Challenge of Change-Refresh, Renew, Refocus**

Come to the CTA Issues Conference to understand and embrace the challenges facing educators in today's post-Janus environment in our local communities and statewide. You can shape the educational future for our youth and have a positive and dynamic impact in the classroom, on our culture and in our society. Learn how at the CTA Issues Conference!

We are offering many new and updated sessions again in this years agenda (<http://ctago.org/wp-content/uploads/2018/08/Agenda-at-a-glance.pdf>)! The 2019 conference will feature dynamic and inspirational keynote speakers, session presenters, as well as opportunities to network and collaborate with colleagues and education thought leaders from around the state.

The conference will include an array of up-to-date elective skill building sessions (<https://ctago.org/wp-content/uploads/2018/08/Elective-Descriptions-Tentative-1.pdf>) and informative, relevant topic sessions for you to chose from including: *Organizing for Member Retention, Recruitment, and Engagement!* *Planning Your Year*; *Building Strong Sites Through Distributed Leadership*; *CAL STRS Retirement Essentials*; *PERS Retirement Essentials*; *Loss of Fair Share—What Does It Mean? What Will We Do?* and many more.

This year, we are fortunate to have **Dr. Gordon Lafer**, Associate Professor at the University of Oregon's Labor Education and Research Center as our primary keynote speaker. His areas of expertise include labor law, union organizing, collective bargaining and the impact of charter schools on public education in the United States as published in his *Breaking Point Report*, May 2018. He is the author of *The Job Training Charade* and *The One Percent Solution: How Corporations are Remaking American One State at a Time*.

At the conference numerous exhibits will showcase CTA services and programs, offering participants the opportunity to learn how local chapters can access the many resources available from CTA. Also, conference participants will be able to meet with CTA and NEA Board representatives and members from other areas throughout the state.