

DELANO JOINT UNION HIGH SCHOOL DISTRICT
REQUEST FOR CONFERENCE AND/OR SUBSTITUTE

REQUIRES
BOARD 9/4
APPROVAL

NAME Oscar Luna 191271 DATE 31-Aug-18

DEPT/PROGRAM Student Discipline Department

RECEIVED SEP - 4 2018

CONFERENCE MTG Aeris Con Workshop Conference

SEP 06 2018

DESTINATION Sacramento, CA

PURCHASING

DEPARTURE DATE & TIME Oct. 7, 2018 RETURN DATE & TIME Oct. 9, 2018

SUBSTITUTE NEEDS: x NO YES 2 DAYS HOURS

I request the following estimated expenses be paid by the District:

Mileage 490 245 x 2 miles @ .545 \$267.05
Air Travel \$0.00
Taxi/Bus \$0.00
Other/Parking: All day @\$25.00 \$75.00

Meals \$30.00
Hotel/Motel 191270 \$426.40
Conf Fee 191269 \$525.00
TOTAL EXP \$1,423.45

Signature of Applicant [Signature] Date 8.31.18 Signature of Principal/Supe Date [Signature]

Substitute charged to: N/A

Mileage charged to: 0119-0000-0-5200-00-1110-3130-002-00-555-0600

Business Office verification of funds: [Signature]

Superintendent's approval

Travel over 150 miles one way requires Board approval and must be submitted SIX (6) WEEKS in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

See Business Office Procedure Manual for complete details regarding travel and reimbursement guidelines. An approved copy of the request will be returned to each applicant and one to the Business Office.

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DELANO JOINT UNION HIGH SCHOOL DISTRICT
REQUEST FOR CONFERENCE AND/OR SUBSTITUTE

9/4
REQUIRES
BOARD
APPROVAL

NAME Nagib Obeid

SEP 06 2018

DATE 19/4/2018

DEPT/PROGRAM Administration / Aeries

PURCHASING RECEIVED SEP - 4 2018

CONFERENCE MTG Fall 2018 Aeriescon: Routes to Student Success

DESTINATION Sacramento Convention Center , 1400 "J" Street, Sacramento, CA, 95814

DEPARTURE DATE & TIME 10/7/18 at 5:00 pm RETURN DATE & TIME 10/9/18 at 9:00 PM

PURPOSE: Training on how to enhance school use of Aeries

SUBSTITUTE NEEDS: x NO YES 2 DAYS HOURS

I request the following estimated expenses be paid by the District:

Mileage 489.8 266.94
Air Travel \$0.00
Taxi/Bus \$0.00
Other /Parking 940.00

Meals \$40.00
Hotel/Motel 191267 300.96
Conf Fee 191268 \$625.00
TOTAL EXP 1,272.90

Signature of Applicant

Date

Signature of Principal/Supervisor Date

Substitute charged to:

Mileage charged to:

Business Office verification of funds:

Superintendent's approval

Travel over 120 miles one way requires Board approval and must be submitted **SIX (6) WEEKS** in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

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DELANO JOINT UNION HIGH SCHOOL DISTRICT
REQUEST FOR CONFERENCE AND/OR SUBSTITUTE

RECEIVED

9/4
REQUIRES
BOARD

NAME JESSE FLORES

SEP 06 2018

9/4/2018

APPROVAL

DEPT/PROGRAM CCHS ADMINISTRATION

PURCHASING RECEIVED SEP - 4 2018

CONFERENCE MTG FALL 2018 AIRIESCON: ROUTE TO STUDENT SUCCESS TRAINING

DESTINATION SACRAMENTO CONVENTION CENTER

DEPARTURE DATE & TIME 10/7/18 8AM RETURN DATE & TIME 10/9/18 12PM

SUBSTITUTE NEEDS: X NO YES DAYS HOURS

PURPOSE: ATTEND FALL 2018 AIRIES TRAINING

I request the following estimated expenses be paid by the District:

Mileage	<u> </u>	CARPOOL	Meals	\$	<u>94.00</u>
Air Travel	<u> </u>	<u> </u>	Hotel/Motel	\$	<u>527.60</u>
Taxi/Bus	<u> </u>	<u> </u>	Conf Fee	\$	<u>625.00</u>
Other	<u> </u>	<u> </u>	TOTAL EXP	\$	<u>1,246.60</u>

191264
191263

acknowledged

Jesse Flores
Signature of Applicant

9-4-18
Date

[Signature]
Signature of Principal/Superv. Date

Substitute charged to:

Mileage charged to:

Business Office verification of funds:

01-4035-8-5200.00-1110-2130-007-0

Superintendent's approval

Travel over 120 miles one way requires Board approval and must be submitted SIX (6) WEEKS in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

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9/4
DELANO JOINT UNION HIGH SCHOOL DISTRICT
REQUEST FOR CONFERENCE AND/OR SUBSTITUTE

REQUIRES
BOARD
APPROVAL

NAME Ernesto Moreno

DATE 8/31/2018

RECEIVED

DEPT/PROGRAM Administration

RECEIVED SEP - 4 2018

CONFERENCE MTG Aeries Con Workshop

SEP 06 2018

DESTINATION 1400 "J" Street, Sacramento, CA 95814

PURCHASING

DEPARTURE DATE & TIME 10/8/2018 @7am

RETURN DATE & TIME

10/9/2018 @ 7pm

SUBSTITUTE NEEDS:

x

NO

YES

2 DAYS

HOURS

I request the following estimated expenses be paid by the District:

Mileage 490 \$276.85
Air Travel \$0.00
Taxi/Bus \$0.00
Other \$25 per day \$75.00

Meals \$30.00
Hotel/Motel \$426.40
Conf Fee \$525.00
TOTAL EXP \$1,333.25

Signature of Applicant

8-31-18
Date

Signature of Principal/Superviso Date

Substitute charged to:

Mileage charged to:

Business Office verification of funds:

Superintendent's approval

Travel over 120 miles one way requires Board approval and must be submitted **SIX (6) WEEKS** in advance.

Individual forms must be filled out for each attendee. Requests should be on file in the Superintendent's office at least 10 days prior to the date of travel. Extra time should be allowed for conferences requiring Board of Trustees approval.

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