COALINGA-HURON UNIFIED SCHOOL DISTRICT
EMPLOYEE REQUEST TO ATTEND WORK.SHOPS/CONFERENCES
(SUBMIT AT LEAST 2 WEEKS IN ADVANCE)

ALL REQUESTS MUST HAVE PRIOR APPROVAL!

Manual Chagayen _____ Coalinga High School / Business

Name of individual to Attend   School/Department

Workshop/Conference: An Event Apart Seattle 2018 _____

Location: The Westin Seattle Seattle WA 98101 ____ Date(s) of Workshop/Conference 4|2-4|4

Estimated Expense Claim for Conference/Workshop:

Estimated Mileage for Personal Vehicle 74 x $.575= 42.55
Estimated Meal Costs
    Breakfast   3 x $12.00= 36.00
    Lunch   3 x 15.00= 45.00
    Dinner   3 x 25.00= 75.00
Estimated Hotel/Motel (Attach P.O. Request)   881.94
Estimated Fees for Conference/Registration   1375.00 ~~me~~
    (Attach P.O. Request) AIR FARE   356.59
Other Expenses (Explain) AIRPORT PARKING   60.00
Total Expenses Estimated for Conference   2872.18

NOTE: 1. ALL EXPENSES REQUIRE A RECEIPT SUBMITTED TO THE DISTRICT OFFICE
ATTACHED TO AN EXPENSE CLAIM FORM

    2. Is A Substitute Needed: Yes   Will A Site Teacher Cover? No

Signature of Employee Making Request: _eei_____   Date: 1|11|2018
(Upon Supervisor's Approval, Arrange for Substitute 2 weeks Prior to Conference)
    0100 - 35500 - 0 -   - 0000
BUDGET ACCOUNT# 0000214052000002115940

For Project Coordinator Only: "I certify that the above requested travel will be utilized only for the activities described
in the site plan   component as listed on page(s)_____ "

_____
Director of Projects/Curriculum Approval Signature (If Applicable)   Date

Approved_Disapproved_ _____
    Building Principal/Department Head   Date

Substitute(s) Assigned_____ Sub Caller Initial_____ Date_____

Approved_Disapproved_ _____
    Director of Business Services   Date

Approved_Disapproved_ _____
    Superintendent (IfApplicable)   Date

White: Site,   Yellow: Requester,   Pink: Sub Caller,   Gold: Dir. Projects/Curriculum

An Event Apart: Seattle 2018 Special Edition Web Design & UX Conference

MENU

April 2-4, 2018

Three days of design, code, and content with:

Jason Grigsby
Progressive web apps

Jen Simmons
Advanced design

Eric Meyer
CSS

Kristina Halvorson
Content

Luke Wroblewski
Future of mobile

Set yourself apart.

An Event Apart Seattle: Special Edition is a three-day conference with 18 sessions and an intense focus on digital design, UX, content, code, and more.

1/9/2018, 6:56 PM