

Claim for Reimbursement

Payee Name: _____ Patrick Traynor

Authorized / Approved by: _____

Date	Place	Miles	Mileage Rate	Amount	Fares	Hotel	Breakfast	Lunch	Dinner	Misc	Total	Purpose
10/14/2018	Redwood City, CA	200	0.535	\$ 107.00			\$ 10.00		\$ 31.00		\$ 148.00	CCESSA General Membership Meeting
10/16/2018	Redwood City, CA	200	0.535	\$ 107.00		\$ 565.96		\$ 15.00	\$ 31.00		\$ 718.96	CCESSA General Membership Meeting
10/16/2018	Redwood City, CA	200	0.535	\$ 107.00							\$ 107.00	CCESSA General Membership Meeting
1/28/2019	Monterey, CA	264	0.535	\$ 141.24			\$ 10.00		\$ 31.00		\$ 182.24	CCESSA General Membership Meeting
1/30/2019	Monterey, CA	264	0.535	\$ 141.24		\$ 608.02		\$ 15.00			\$ 764.26	CCESSA General Membership Meeting
											0	
											0	
											0	
											1920.46	

**Alpine County Unified School District / Alpine County Office of Education
REQUEST TO ATTEND EDUCATIONAL EVENT**

Please complete this form, including all known costs and account codes, and then return request form to the Principal, Business Manager or Superintendent for formal approval. This form will then move on to the District Office for travel arrangement processing.

Name of Attendee: Patrick Traynor Date Form Given to Supervisor: _____

I request approval to attend the following seminar, meeting, conference, event, etc.
CESSA General Membership Meeting
 (Title of Event)
Redwood City, CA (Location) Oct 14-16, 2018
 (Event Scheduled Dates with Beginning & Ending Times)

REQUIREMENTS FOR ATTENDING THIS EVENT	AMOUNT REQUESTED
REGISTRATION FEES List the amount requested to register for this event. Attached to this form the required registration form for purchase order processing. If it is required to register on-line, please supply the web site address: _____	\$ <u>TBD</u> (Registration Fees)
HOTEL ROOM ACCOMODATION NEEDS In the event a hotel room is required for this event, the District Office will make the arrangements. Estimated Cost per night of hotel is: \$ <u>229.00</u> Arrival Date Requested: <u>10/14/18</u> Departure Date Requested: <u>10/16/18</u>	\$ <u>550.00</u> (Total Hotel Costs)
MEALS Meals will be reimbursed at a per diem IRS rate as follows if they are not already covered by the registration fees: Breakfast \$10, Lunch \$15, Dinner \$31 or Daily Rate of \$56 Per Day Travel to and return from district-related activity must begin prior to 7:00 am and/or end after 6:00 pm in order to request reimbursement for breakfast or dinner. In order to receive lunch reimbursement, travel must begin prior to 11:00 am or end after 1:00 pm. <input checked="" type="checkbox"/> I wish to receive my per diem upon my return and will make that notion on the "Claim for Reimbursement Form." <input type="checkbox"/> I plan on saving my receipts and will be attaching them to the "Claim for Reimbursement Form" upon my return. <input type="checkbox"/> I wish to obtain a credit card from the Business Department one day prior to my travel. I will save all credit card receipts and will turn them into the Business Department along with the credit card on the day of my return from travel.	\$ <u>1108.00</u> (Total Meal Costs for Entire Event)
METHOD OF TRAVEL <input checked="" type="checkbox"/> I wish to take my personal car . I estimate the number of miles to and from the event to be <u>400</u> x \$.535 / mile = _____ <input type="checkbox"/> I would like to request a school suburban . I estimate the number of miles to and from the event to be _____ x \$.70 / mile = (If more than one person is to attend this event, a school suburban is desired.) <input type="checkbox"/> I need airline tickets arranged for this event. Beginning Departure Date and Time Needed: _____ Returning Departure Date and Time Needed: _____ Airline Preference: _____	\$ <u>214</u> (Estimated cost of travel whether it be personal car, school suburban, airline tickets, taxi, or any other travel needs)
SUBSTITUTE NEEDS Is a substitute needed for your position while you are away attending this event? <input type="checkbox"/> Yes <input type="checkbox"/> No Cost of a certificated substitute is <u>\$115 per day</u> . The cost of a classified substitute varies depending upon hours and days. For estimation purposes, calculated the cost of a classified as approximately \$75 per day.	\$ <u>NA</u> (Estimated cost of a substitute for total event)
APPROVAL SIGNATURES <u>Patrick Traynor</u> School Principal _____ Date <u>10/10/18</u> Superintendent and/or Business Manager _____ Date _____ Board of Trustees (if event is over \$1,000 in expenses) _____ Date _____	\$ <u>932.00</u> TOTAL EXPENSES FOR THIS REQUESTED EVENT
Account Code for Funding Event (Determined by Supervisor) Fund (2) _____ Resource (4) _____ Year (1) _____ Object (4) _____ ID # (3) _____ Goal (4) _____ Function (4) _____ Has Suburban Request form been completed and turned in to Transportation Supervisor/Bus Barn? <input type="checkbox"/> Yes <input type="checkbox"/> No Have arrangements been made with School Office for a substitute to be scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	



pullman
HOTELS AND RESORTS

SAN FRANCISCO BAY

223 Twin Dolphin Drive
Redwood City, CA 94065
Ph: (+1) 650-598-9000
Fax: (+1) 650-598-9383

Mr. Patrick Traynor

United States

Room No. :552
Arrival :10-14-18
Departure :10-16-18
Page No. : 1 of 1
Folio No. :383389
Conf. No. :32969623 /
32969623
Cashier No. : 119
User ID : 0922JUHAR
Date :10-16-18

A/R Number :
Group Name : CCSESA General Membership
Company Name :

Date	Description	Charges	Credits
10-14-18	Rooms	229.00	
10-14-18	Car Parking/SELF PARK	25.00	
10-15-18	Rooms	229.00	
10-15-18	Car Parking/SELF PARK	25.00	
10-15-18	Tourism Assessment fee	3.00	0.00
10-15-18	Room Occupancy Tax	54.96	0.00
10-16-18	Mastercard-PMS XXXXXXXXXXXXXXXX5336 XX/XX		565.96
	Total	565.96	565.96
	Balance	0.00	

Signature _____



California County Superintendents
Educational Services Association

GENERAL MEMBERSHIP MEETING AGENDA

October 14-16, 2018

Pullman Hotel & Resort
Redwood City, CA

Please note, this agenda has been provided electronically and will not be printed and mailed. Please print a copy or download the file to your electronic device for the meeting. The agenda and other supporting materials are available at www.ccsesa.org/ccsesa-meeting-materials/. Members must be logged in to access the documents. There will be wifi access at the meeting.

**California County Superintendents Educational Services Association (CCSESA)
 General Membership Meeting
 Pullman Hotel & Resort
 223 Twin Dolphin Drive
 Redwood City, CA 94065**

SCHEDULE OF EVENTS

Sunday, October 14, 2018		
10:00 AM -12:00 PM	FCMAT Meeting	Aster
12:00 PM - 1:00 PM	FCMAT Lunch	Aster Hallway
11:30 AM -1:00 PM	Steering Committee Lunch	Executive Boardroom
1:00 PM - 2:00 PM	Executive Committee Meeting	Junior Boardroom
2:15 PM - 3:15 PM	State and Federal Legislative Committee Meeting	Iris
3:30 PM - 4:30 PM	Board of Directors Meeting	Catalina
4:30 PM - 5:30 PM	Small Counties Caucus	Peninsula 1
4:30 PM - 5:30 PM	LECs Meeting	Peninsula 2
Monday, October 15, 2018		
7:30 AM - 8:30 AM	Timber Coalition Meeting and Breakfast	Peninsula 4
7:30 AM - 8:30 AM	Continental Breakfast	Sequoia
8:30 AM - 12:00 PM	General Membership Meeting	Sequoia
12:00 PM - 1:15 PM	Luncheon	Aster
1:15 PM - 4:30 PM	General Membership Meeting	Sequoia
5:00 PM – 9:00 PM	Group Reception and Dinner	San Mateo County History Museum
Tuesday, October 16, 2018		
7:30 AM - 8:30 AM	Hot Breakfast	Sequoia
8:30 AM - 10:00 AM	General Membership Meeting	Sequoia
10:15 AM - 12:00 PM	Charter School Authorizers Task Force	Catalina



Markleeville, CA to 223 Twin Dolphin Dr

Drive 226 miles, 4 h 2 min

Markleeville

California

Take US-50 W/El Dorado Fwy to I-80BUS W in Sacramento

2 h 5 min (117 mi)

- ↑ 1. Head northwest on CA-89 N toward Water St
6.4 mi
- ↶ 2. Turn left onto CA-88 W/CA-89 N
5.8 mi
- ↷ 3. Turn right onto CA-89 N
11.1 mi
- ↶ 4. Turn left onto US-50 W/El Dorado Fwy
93.4 mi

Take I-80 W to Holly St in San Carlos. Take exit 411 from US-101 S

1 h 43 min (109 mi)

- ↑ 5. Continue onto I-80BUS W/US-50 W
4.9 mi
- ↑ 6. Continue onto I-80 W
73.1 mi
- ↷ 7. Keep right to stay on I-80 W, follow signs for San Francisco
⚠ Partial toll road
8.4 mi
- ⤴ 8. Merge onto US-101 S
21.7 mi
- ↷ 9. Use the 2nd from the right lane to take exit 411 for Brittan Ave
0.4 mi

Drive to Twin Dolphin Dr in Redwood City

3 min (1.0 mi)

- ⤴ 10. Merge onto Holly St
0.5 mi
- ↶ 11. Use the left 2 lanes to turn left onto Twin Dolphin Dr
0.5 mi

223 Twin Dolphin Dr

Redwood City, CA 94065

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

**Alpine County Unified School District / Alpine County Office of Education
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Name of Attendee: Patrick Traynor Date Form Given to Supervisor: _____

I request approval to attend the following seminar, meeting, conference, event, etc.
CCSESA General Membership Meeting
 (Title of Event)
Monterey, CA (Location) 1/28/19 - 1/30/19
 (Event Scheduled Dates with Beginning & Ending Times)

REQUIREMENTS FOR ATTENDING THIS EVENT	AMOUNT REQUESTED
REGISTRATION FEES List the amount requested to register for this event. Attached to this form the required registration form for purchase order processing. If it is required to register on-line, please supply the web site address: _____	<u>\$ 385.00</u> (Registration Fees)
HOTEL ROOM ACCOMODATION NEEDS In the event a hotel room is required for this event, the District Office will make the arrangements. Estimated Cost per night of hotel is: \$ <u>229.00</u> Arrival Date Requested: <u>1/28/19</u> Departure Date Requested: <u>1/30/19</u>	<u>\$ 510.04</u> (Total Hotel Costs) + 100 for parking
MEALS Meals will be reimbursed at a per diem IRS rate as follows if they are not already covered by the registration fees: Breakfast \$10, Lunch \$15, Dinner \$31 or Daily Rate of \$56 Per Day Travel to and return from district-related activity must begin prior to 7:00 am and/or end after 6:00 pm in order to request reimbursement for breakfast or dinner. In order to receive lunch reimbursement, travel must begin prior to 11:00 am or end after 1:00 pm. <input type="checkbox"/> I wish to receive my per diem upon my return and will make that notion on the "Claim for Reimbursement Form." <input type="checkbox"/> I plan on saving my receipts and will be attaching them to the "Claim for Reimbursement Form" upon my return. <input type="checkbox"/> I wish to obtain a credit card from the Business Department one day prior to my travel. I will save all credit card receipts and will turn them into the Business Department along with the credit card on the day of my return from travel.	<u>\$ 200</u> (Total Meal Costs for Entire Event)
METHOD OF TRAVEL <input checked="" type="checkbox"/> I wish to take my personal car . I estimate the number of miles to and from the event to be <u>530</u> x \$.535 / mile = _____ <input type="checkbox"/> I would like to request a school suburban . I estimate the number of miles to and from the event to be _____ x \$.70 / mile = (If more than one person is to attend this event, a school suburban is desired.) <input type="checkbox"/> I need airline tickets arranged for this event. Beginning Departure Date and Time Needed: _____ Returning Departure Date and Time Needed: _____ Airline Preference: _____	<u>\$ 283.55</u> (Estimated cost of travel whether it be personal car, school suburban, airline tickets, taxi, or any other travel needs)
SUBSTITUTE NEEDS Is a substitute needed for your position while you are away attending this event? <input type="checkbox"/> Yes <input type="checkbox"/> No Cost of a certificated substitute is \$115 per day. The cost of a classified substitute varies depending upon hours and days. For estimation purposes, calculated the cost of a classified as approximately \$75 per day.	<u>\$ 0</u> (Estimated cost of a substitute for total event)
APPROVAL SIGNATURES School Principal <u>[Signature]</u> _____ Date _____ Superintendent and/or Business Manager <u>[Signature]</u> _____ Date _____ Board of Trustees (if event is over \$1,000 in expenses) _____ Date _____	<u>\$ 1484.59</u> TOTAL EXPENSES FOR THIS REQUESTED EVENT
Account Code for Funding Event (Determined by Supervisor) Fund (2) _____ Resource (4) _____ Year (1) _____ Object (4) _____ ID # (3) _____ Goal (4) _____ Function (4) _____ Has Suburban Request form been completed and turned in to Transportation Supervisor/Bus Barn? <input type="checkbox"/> Yes <input type="checkbox"/> No Have arrangements been made with School Office for a substitute to be scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>\$ 1484.59</u> 1/11/19



INTERCONTINENTAL.

HOTELS & RESORTS

04-04-19

Patrick Traynor 43 Hawkside Drive Markleeville CA 96120 United States	Folio No.	: 590008	Room No.	: 382
	A/R Number	:	Arrival	: 01-28-19
	Group Code	: CCI	Departure	: 01-30-19
	Company	:	Conf. No.	: 47850630
	Membership No.	:	Rate Code	:
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
01-28-19	*Accommodation	229.00	
01-28-19	Occupancy Tax 10%	22.90	
01-28-19	CA Travel & Tourism Tax	0.45	
01-28-19	Monterey County Assessment *	2.00	
01-28-19	Conference Center Facilities Di	3.66	
01-28-19	Miscellaneous Other	20.00	
01-29-19	Valet Parking	36.00	
01-29-19	*Accommodation	229.00	
01-29-19	Occupancy Tax 10%	22.90	
01-29-19	CA Travel & Tourism Tax	0.45	
01-29-19	Monterey County Assessment *	2.00	
01-29-19	Conference Center Facilities Di	3.66	
01-29-19	Valet Parking	36.00	
01-30-19	MasterCard XXXXXXXXXXXXX5336		608.02
Total		608.02	608.02
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown herein. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

InterContinental The Clement Monterey
750 Cannery Row
Monterey, CA 93940
Telephone: (831) 375-4500 Fax: (831) 375-4501

CCSESA January 2019 General Membership Meeting

January 28, 2019 - January 30, 2019

The Intercontinental: The Clement Monterey



Congratulations! Your registration has been confirmed.

Your confirmation number is: V5NRFJ3XWYD



[Modify Registration](#)

Unregister

Agenda

Schedule is tentative and subject to change.

Monday



1:00 PM

Lunch



1:45 PM - 2:30 PM

State and Federal Legislative Committee



6:30 PM

Regions are
encouraged to
dine together

Tuesday



7:30 AM - 8:30 AM

Continental Breakfast



8:30 AM - 12:00 PM

General Membership Meeting



12:00 PM - 1:15 PM

Luncheon



1:30 PM - 4:30 PM

General Membership Meeting (cont.)



5:30 PM

Group Reception and Dinner

Wednesday



7:30 AM - 8:30 AM

Hot Breakfast



8:30 AM - 10:00 AM

General Membership Meeting (cont.)

The Intercontinental: The Clement Monterey

750 Cannery Row
Monterey, California 93940





Your reservation is confirmed.

Best Price Guarantee

We're looking forward to your stay. Here are your reservation details.

Your Reservation

Confirmation # : 47850630



InterContinental Hotels The Clement Monterey

750 Cannery Row,
Monterey CA 93940
United States

Reservations **1 888 IC HOTELS (1
888 424 6835)**

Front Desk **1-831-3754500**

INTERCONTINENTAL[®] AMBASSADOR

Ambassador members may enjoy special benefits like a guaranteed room upgrade, 4 p.m. late check out and may earn **4580** IHG[®] Rewards Club points toward a Reward Night with this stay. [Terms & Conditions.](#)

[Join](#)

[Sign In](#)

Points to be Earned

4,580

Base Earnings

4,580

[Want to know more about your points? ?](#)

Did you book this room on another person's behalf? To allow them to use your payment card during their stay, print this form, fill it out and fax it to the hotel. Please allow 3 days for processing

before the check-in date. If there are fewer than 3 days until check-in, please call the hotel for instructions.

CHECK IN: CHECK OUT:
MONDAY JAN WEDNESDAY JAN
28 2019 30 2019
MON JAN 28 WED JAN 30 2019
2019 11:00 AM
03:00 PM

2 Nights

1 1

Please Note

As exchange rates may fluctuate from the time a reservation is made until the actual stay, the confirmed rate is guaranteed in the hotel's base currency.

* As taxes and additional charges may fluctuate from the time a reservation is made until the actual stay and during the actual stay, the Total Price is an estimate. Estimated price includes Room rate, Extra person charges, Total tax and Total hotel charges. Other hotel-specific additional charges may also apply. Check with hotel for details.

Only the reservation as entered into and confirmed by our system will be honored. Any written or printed confirmation that has been altered may be rejected by the hotel.

**RICK TRAYNOR:
PLEASE READ - Regarding This Reservation**

mium rooms may go unsold and can be
ed at check-in for as little as \$48 extra per
t!

Your Rate

ANYONE CAN BOOK RESERVATIONS CDXG
CSTG KEXG KFTG KLOG KRGG KSTG KVUG
KWQG KWYG TDBG TFTG TOTG TVUG TWCG
XEXG XKLG XLXG ANYONE CAN BOOK
RESERVATIONS CDXG CSTG KEXG KFTG KLOG
KRGG KSTG KVUG KWQG KWYG TDBG TFTG
TOTG TVUG TWCG XEXG XKLG XLXG ANYONE
CAN BOOK RESERVATIONS

Rate Information per Stay for 1 Room

Mon Jan 28 2019-Wed Jan 30 2019 **229.00 USD**

Price for 1 room(s) and 2 night(s): **458.00 USD**

Taxes: **58.04 USD**

Total Price: **516.04 USD**

Taxes and Additional Charges

11.8% per night and 2.00 USD not included in rate effective 28 January, 2019 thru 30 January, 2019

COUNTY TAX - MONTEREY COUNTY
ASSESSMENT TAX

Other Charges

The following fees will be added to your bill only if they apply to your stay

Daily Valet Parking Fee: **31.00 USD**

DOUBLE BEDS WITH FIREPLACE

ANYONE CAN BOOK RESERVATIONS CDXG
KFTG KEXG KFTG KLOG KRGG KSTG KVUG
KWQG KWYG TDBG TFTG TOTG TVUG TWCG
XEXG XKLG XLXG ANYONE CAN BOOK
RESERVATIONS CDXG CSTG KEXG KFTG
KLOG KRGG KSTG KVUG KWQG KWYG TDBG
TFTG TOTG TVUG TWCG XEXG XKLG XLXG
ANYONE CAN BOOK RESERVATIONS

Average Nightly Rate

229.00 USD per room, per night.

Maximum # of Persons per Room Allowed

4 persons max

Rate Rules

Parking

Daily valet parking for \$31 for standard size vehicles and \$36 for oversized vehicles. 4 story covered parking garage is adjacent to the hotel building.

Pet Policy

Pets are allowed in specific inland view room types only. Please call the hotel directly once the reservation is confirmed to check on pet room availability. 100.00 Dollar pet fee applies.

Average Est Room Total Per Night: 229.00 USD

Estimated Total : 516.04 USD

Save and get fast rewards on every rental



Hertz rentals come with:

- up to 35% savings on base rates
 - 1000 IHG Rewards Club points, plus
 - 500 points per day for Elite members
 - 125 points per day for Club members
-



Dollar and Thrifty rentals come with:

- Everyday savings
- 125 IHG Rewards Club points per day for all members

[Add a Car to My Stay](#)

Cancellation Policy

Canceling your reservation before 6:00 PM (local hotel time) on Friday, 25 January, 2019 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 25 January, 2019, or failing to show, will result in a charge equal to the first night's stay per room to your credit card. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.



43 Hawkside Drive, Markleeville, CA to
intercontinental the clement monterey

Drive 264 miles, 4 h 56 min

43 Hawkside Dr

Markleeville, CA 96120

Take Diamond Valley Rd to CA-89 N

- 2 min (0.6 mi)
- ↑ 1. Head east toward Hawkside Dr
125 ft
 - ↶ 2. Turn left onto Hawkside Dr
404 ft
 - ↶ 3. Turn left at the 1st cross street onto Diamond Valley Rd
0.5 mi

Take CA-88 W, I-5 S, CA-152 W and Hwy 156 W/CA-156 W to Del Monte Ave in Monterey. Take exit 402B from CA-1 S

4 h 41 min (261 mi)

- ↷ 4. Turn right onto CA-89 N
0.5 mi
- ↶ 5. Turn left onto CA-88 W/CA-89 N
 ⓘ Continue to follow CA-88 W
67.5 mi
- ↷ 6. Slight right onto Ridge Rd
10.0 mi
- ↷ 7. Turn right onto CA-104 W/CA-88 W
 ⓘ Continue to follow CA-88 W
 ⓘ Pass by Taco Bell (on the right in 37.9 mi)
38.1 mi
- ⤴ 8. Take the ramp onto CA-99 S
1.5 mi
- ↷ 9. Use the right 2 lanes to take exit 254A for CA-4 W toward I-5/Downtown Stockton/San Francisco
0.4 mi
- ⤴ 10. Merge onto CA-4
2.5 mi
- ↷ 11. Use the right 3 lanes to take exit 65A for I-5 S/CA-4 W toward San Francisco/Los Angeles
0.9 mi
- ⤴ 12. Merge onto CA-4/I-5 S
 ⓘ Continue to follow I-5 S
12.9 mi
- ↶ 13. Keep left at the fork to stay on I-5 S
12.9 mi

-  14. I-5 S turns slightly right and becomes I-5 S
38.5 mi
-  15. Take exit 407 for CA-33 toward Santa Nella/Gilroy
0.3 mi
-  16. Turn right onto CA-33 S/Santa Nella Blvd (signs for Gilroy)
3.2 mi
-  17. Turn right to merge onto CA-152 W
26.2 mi
-  18. Keep left to continue on Hwy 156 W/CA-156 W, follow signs for Hollister
18.3 mi
-  19. Merge onto Hwy 156 W/CA-156 W/US-101 S
8.3 mi
-  20. Take exit 336 toward Monterey/Peninsula
0.4 mi
-  21. Merge onto CA-156 W
6.1 mi
-  22. Merge onto CA-1 S
11.7 mi
-  23. Take exit 402B to merge onto Del Monte Ave toward Pacific Grove
0.4 mi

Follow Del Monte Ave, Lighthouse Ave and Foam St to your destination

- 9 min (2.9 mi)
 24. Merge onto Del Monte Ave
1.6 mi
-  25. Keep right to continue on Lighthouse Ave
0.6 mi
-  26. Slight right onto Foam St
0.6 mi
-  27. Turn right onto Prescott Ave
0.1 mi
-  28. Turn left onto Cannery Row
266 ft
-  29. Turn right
56 ft

InterContinental The Clement Monterey

750 Cannery Row, Monterey, CA 93940

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.