

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: Matthew Strahl Date Form Given to Supervisor: 8/30/19

I request approval to attend the following seminar, meeting, conference, event, etc.

CSBA aec, San Diego, CA 12/4/19 - 12/7/19
 (Title of Event; Location; Scheduled Beginning and Ending Dates and 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>755</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: \$ _____. Arrival Date Requested: <u>12/3/19</u> Departure Date Requested: <u>12/7/19</u>	\$ <u>446.27</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 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>300</u> (Total Meal Costs for Entire Event)
METHOD OF TRAVEL <input type="checkbox"/> I wish to take my personal car . I estimate the number of miles to and from the event to be _____ x \$.58 / 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 checked="" type="checkbox"/> I need airline tickets arranged for this event. Beginning Departure Date and Time Needed: <u>12/3/19</u> Returning Departure Date and Time Needed: <u>12/7/19</u> Airline Preference: <u>Southwest</u>	\$ _____ (Estimated cost of travel whether it be personal car, school suburban) \$ <u>298.89</u> (Estimated cost of travel whether it be 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 checked="" 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: _____ Date: <u>9/4/19</u> Superintendent and/or Business Manager: _____ Date: _____ Board of Trustees (if event is over \$1,000 in expenses) _____ Date: _____ Account Code for Funding Event (Determined by Supervisor) FU (2) RES (4) YR (1) GOAL (4) FUN (3) OBJ (4) SCH (4) MGMT (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>1800.16</u> (Total Expenses for this requested event)

Stay Details

STAY DATES

Tue Dec 3, 2019 – Sat Dec 7, 2019

Room(s): 1

Adult(s): 1



Marriott Vacation Club Pulse, San Diego

701 A Street San Diego California 92101 USA

Phone: +1 619-696-9800

#72915445

Matthew Strahl, thank you for your reservation. Your reservation is guaranteed to your *Visa* card. An email with this information has been sent to **mpstrahl@gmail.com**. We look forward to greeting you soon.

Your receipt for hotel stays may be automatically sent to you at the email address above. If you prefer, a paper copy may be requested at the front desk when you check in. Learn how to change your email address.

Valid rate i.d. required, Non-commissionable rate.

Summary of Charges (USD)

Room Type: Suite, 1 King, Sofa bed, City view

Explore Rate

1 room(s) for 4 night(s)

Prices in USD

Tuesday, December 3, 2019

99.00

Wednesday, December 4, 2019

99.00

Thursday, December 5, 2019

99.00

Friday, December 6, 2019

99.00

Total cash rate

396.00

Estimated government taxes and fees**50.27****Total for stay in hotel's currency****446.27 USD**

Cancellation Policy

You may cancel your reservation for no charge until November 30, 2019 (3 day[s] before arrival).

Please note that we will assess a fee of 111.57 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

REGISTER

AEC APP

CONFERENCE ▾ PROGRAM ▾ REGISTRATION ▾ SAN DIEGO ▾

CONFERENCE AND TRADE SHOW

96
days

12
hrs

41
min

49
sec

Home / Registration

REGISTRATION



Type and press enter to search

CONTACT

- 3251 Beacon Blvd., West Sacramento, 95691
- 800-266-3382
- aec@csba.org

CONFERENCE REGISTRATION PRICING

CSBA’s Annual Education Conference and Trade Show is the most comprehensive professional development program created specifically for governance teams. Register early and save \$275!

Registration and housing opens at 8:00 a.m. PDT on Tuesday, June 4.

DOWNLOAD REGISTRATION WORKSHEET

REGISTRATION RATES

Early Registration (June 4 – August 2)	\$550
Regular Registration (August 3 – November 8)	\$580
Late Registration (after November 8)	\$825

REGISTER NOW

REGISTER

AEC APP

CONFERENCE ▾

PROGRAM ▾

REGISTRATION ▾

SAN DIEGO ▾

from all refunds.

Direct all cancellation and refund requests by email to register@csba.org;
by fax to (916) 669-3366, Attn: Registrar; or by mail to:

California School Boards Association
3251 Beacon Blvd., West Sacramento, CA 95691-1660

After November 14, 2019, the three (3) week deadline, there will be no refunds on registration fees and ticketed meal functions. No refunds for no-shows.

CSBA Membership Dues Policy

School districts and county office of educations who have registered for the Annual Education Conference and Trade Show and not paid their CSBA membership dues in full on or before **September 15, 2019**, will have their conference registration(s) cancelled and a refund issued, minus the 25% processing fee.

ADDITIONAL PROGRAMMING

MEAL FUNCTIONS

PRE-CONFERENCE ACTIVITIES

STUDENT BOARD MEMBER PROGRAM

EXECUTIVE ASSISTANT ONE-DAY PROGRAM

FUTURE DATES

CONTACT

California School Boards
Association
Association Education

PRESENTERS

Call for Proposals
Presenter Resources
Get Ready for San Diego
Presenter FAQs

EXHIBITORS

Exhibitor Resources
Exhibitor FAQs

SPONSORSHIP

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2019 Sponsors

ATTENDEES

REGISTER

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REGISTRATION ▾

SAN DIEGO ▾

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Your flight is booked!

We're sending a confirmation email to lstory@alpinecoe.k12.ca.us right now.

Trip summary

✈️

Flight

CONFIRMATION #
Q3NNLJ

DEC 3 - 7
RNO ✈️ SAN

FLIGHT TOTAL
\$289.98

12/3 - San Diego

100% free inflight entertainment* — all on your device.

Learn more

¹Download the Southwest app from the Google Play Store or Apple App Store before your flight to view content. ²Only allows access to iMessage and WhatsApp (must be downloaded before the flight). ³May not be available for the full duration of the International flight. *Available only on WiFi-enabled aircraft. Limited-time offer. Where available.

DEC 3 - 7

Reno/Tahoe, NV to San Diego, CA

Confirmation # **Q3NNLJ**

PASSENGERS	EST. POINTS	EXTRAS	FARE
Matthew Strahl Rapid Rewards®/Acct # 20773810212	+ 1,411 PTS	—	Wanna Get Away

Departing12/3/19 Tuesday

Wanna Get Away (Adult x1)\$118.77

DEPARTS

10:25 AM

RNO

Reno/Tahoe, NV - RNO

FLIGHT 6507

Nonstop



ARRIVES

11:45 AM**SAN**

San Diego, CA - SAN

TRAVEL TIME

1hr 20min

SUBTOTAL

\$118.77**Returning**

12/7/19 Saturday

Wanna Get Away
(Adult x1)**\$116.28**

DEPARTS

2:25 PM**SAN**

San Diego, CA - SAN

FLIGHT

5888

ARRIVES

3:40 PM**LAS**

Las Vegas, NV - LAS

TRAVEL TIME

1hr 15min

stop 1: Las Vegas, NV - LAS



Plane change

DEPARTS

4:25 PM**LAS**

Las Vegas, NV - LAS

FLIGHT

5644 

ARRIVES

5:45 PM**RNO**

Reno/Tahoe, NV - RNO

TRAVEL TIME

1hr 20min

SUBTOTAL

\$116.28**Taxes & fees****\$54.93****Flight total****\$289.98****Icon legend**

WiFi available



Live TV available



EarlyBird Check-In®

Helpful Information:

- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards® points, your point balance may not immediately update in your account.

Payment summary**PAYMENT INFORMATION****AMOUNT PAID****Visa 7147**

XXXXXXXXXXXX7147

Expiration: 4/23

CARD HOLDER**Lia Story****BILLING ADDRESS****43 Hawkside Drive****Markleeville, CA US 96120****\$289.98****Total charged**

SUBTOTAL

\$235.05

TAXES & FEES

\$54.93

TOTAL DOLLARS

\$289.98[Show price breakdown](#)

