

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: Denise Rodriguez Date Form Given to Supervisor: 9-19-19

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

SBC SOS New Payroll User Training 10/1 - 10/3/19
 (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>0</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: _____ Departure Date Requested: _____	\$ <u>458.61</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>250.00</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>9/30/19 - 10/4/19</u> Returning Departure Date and Time Needed: _____ Airline Preference: _____	\$ <u>270.97</u> (Estimated cost of travel whether it be personal car, school suburban) \$ <u>296.50</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 <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 <u>\$75 per day</u> .	\$ <u>0</u> (Estimated cost of a substitute for total event)
APPROVAL SIGNATURES School Principal: <u>[Signature]</u> Date: <u>9-19-19</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) <u>FU</u> (2) <u>RES</u> (4) <u>YR</u> (1) <u>GOAL</u> (4) <u>FUN</u> (3) <u>OBJ</u> (4) <u>SCH</u> (4) <u>MGMT</u> (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>1276.08</u> (Total Expenses for this requested event)



Ted Alejandre, County Superintendent

San Bernardino County

Superintendent of Schools

Transforming lives through education

BEST NET Consortium Events Calendar

[Scheduled Events](#)
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Search Calendar

Go

Would you like to:

1. Register Another Person for this event?

- o [Register another person from the same County/District/School](#)
- o [Register another person from a different County/District/School](#)

2. [Return to the Calendar of Scheduled Events](#)[None of the above](#)

Instructions

Thank you for submitting your registration. Please print a copy of this page for your records. You should receive an email notification of the receipt of your registration request within 24 hours.

Important! The current status of your registration for this event is **PENDING**. You will receive an email **CONFIRMING** the completion of your registration after the registration requirements have been met.

If the event is **full** you will receive an email notifying you that you have been placed on a Waiting List for the event.

If you do not receive **any** of the notifications within the specified time frame, please check your junk/spam folder in your email package or telephone the event contact person.

Event Details

Event Payroll New User Training
Date(s) Oct 01, 2019 - Oct 03, 2019
Time 9:00 am - 4:00 pm
Facilitator(s) Lauren Hernandez
 Cristi Johnson
Location Brier Building
Contact rsvp
rsvp@sbcss.k12.ca.us
 P: (909) 386-9600

Payment Details

There are no fees associated with this event.

Registration Details

Status WAITING LIST
Confirmation Number rod-68ct52
Name Denise Rodriguez
Position Category Business/Corporate
Position/Title Fiscal Services Coordinator
Educational Organization Alpine County Office of Education
Work Address 43 Hawkside Drive
 Markleeville, CA 96120-9522
Email drodriguez@alpinecoe.k12.ca.us
Phone (530) 694-2495

Participant Comments/Questions/Special Requests

No Participant Comments/Questions/Special Requests

[Add to Calendar](#) | [Help](#)

Payroll New User Training

for

New payroll users with less than 6 months experience in the Payroll system

***Tuesday-Thursday
October 1-3, 2019
9:00 a.m. – 4:00 p.m.***

***SBCSS Brier Building
Computer Lab
760 East Brier Drive
San Bernardino, CA 92408***

Attendees will receive three days of extensive hands on training in the Payroll system. Training topics will include: Creation of Tax Ret and Banking information, entering Earnings and Deductions, maintaining Deduction Plans and Reports.

To attend in person, please register no later than September 24th at:

<https://sbcss.k12oms.org/64-169669>

If you have any questions or for additional information, please contact the Technology JPA at
ms.helpdesk@sbcss.net.

**Training materials and handouts will be posted on SharePoint Online Technology as of
September 24, 2019 under:**

[100119-100319 Payroll New User Training](#)

Please share this information with appropriate staff.



Your trip is booked!

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

Trip summary

Flight

CONFIRMATION #

UO2U5Y

SEP 30 - OCT 3

RNO  **ONT**

FLIGHT TOTAL

\$296.50

Car

CONFIRMATION #

J1590496765

PICK-UP

ONT

10/1/2019

RETURN

ONT

10/3/2019

ESTIMATED CAR TOTAL

\$270.97

9/30 - Ontario/LA

**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. ⁴Available only on WiFi-enabled aircraft. Limited-time offer. Where available.

SEP 30 - OCT 3

Reno/Tahoe, NV to Ontario/LA, CAConfirmation # **UO2U5Y**

PASSENGERS

EST. POINTS

EXTRAS

FARE

Denise Rodriguez

+ 1,425^{PTS}

Wanna Get Away

Departing

9/30/19 Monday

Wanna Get Away
(Adult x1)**\$148.84**

DEPARTS

7:40 PM**RNO**

Reno/Tahoe, NV - RNO

FLIGHT

2165  

ARRIVES

8:40 PM

OAK

Oakland, CA - OAK

TRAVEL TIME

1hr 0min

stop 1: Oakland, CA - OAK

✈️

Plane change

DEPARTS

9:50 PM

OAK

Oakland, CA - OAK

FLIGHT

1891

📶 + 📺

ARRIVES

11:05 PM

ONT

Ontario/LA, CA - ONT

TRAVEL TIME

1hr 15min

SUBTOTAL

\$148.84

Returning

10/3/19 Thursday

Wanna Get Away

(Adult x1)

\$88.37

DEPARTS

6:10 PM

ONT

Ontario/LA, CA - ONT

FLIGHT

1997

📶 + 📺

ARRIVES

7:25 PM

OAK

Oakland, CA - OAK

TRAVEL TIME

1hr 15min

stop 1: Oakland, CA - OAK

no plane change

DEPARTS

8:00 PM

OAK

Oakland, CA - OAK

FLIGHT

1997

📶 + 📺

ARRIVES

8:55 PM

RNO

Reno/Tahoe, NV - RNO

TRAVEL TIME

0hr 55min

SUBTOTAL

\$88.37

Taxes & fees

\$59.29

Flight total

\$296.50

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.

OCT 1 - 3

Hertz, Mid-size - Ontario/LA, CA (ONT)

Confirmation # J1590496765

DRIVER

Denise Rodriguez

PICK-UP

10/1/19

12:00AM

ONT

Ontario/LA, CA

RETURN

10/3/19

5:00PM

ONT

Ontario/LA, CA

Hertz

Rapid Rewards Partner

Pick-up instructions

- Rental counter is located outside of the airport terminal
- Shuttle is provided



Mid-Size: Toyota Corolla or similar

RATE BREAKDOWN	MILEAGE	BASE RATE
3 days at \$69.56	Unlimited	\$208.68
	Taxes & fees	\$62.29
	Estimated car total	\$270.97

Includes approximate taxes and fees. Excludes rental car extras.

Car policies

- The minimum rental age is 25 years old on most rentals.
- All drivers must have a major credit card and a valid driver's license in the driver's name.
- Additional taxes, surcharges, or fees may apply.

Payment summary

PAYMENT INFORMATION			AMOUNT PAID
<div><div><div>Visa 7147</div><div>XXXXXXXXXXXX7147</div><div>Expiration: 4/23</div></div><div><div>CARD HOLDER</div><div>Lia Story</div></div><div><div>BILLING ADDRESS</div><div>43 Hawkside Drive</div><div>Markleeville, CA US 96120</div></div></div> <td>\$296.50</td>	\$296.50		

Total charged

SUBTOTAL	\$237.21
TAXES & FEES	\$59.29
TOTAL DOLLARS	\$296.50

Shows price breakdown

ESTIMATED TOTAL REMAINING

(Due at car return)

\$270.97



[Sign In](#) [Join](#)

✓ Confirmation number: 3146353123

We sent the details to lstory@alpinecoe.k12.ca.us.

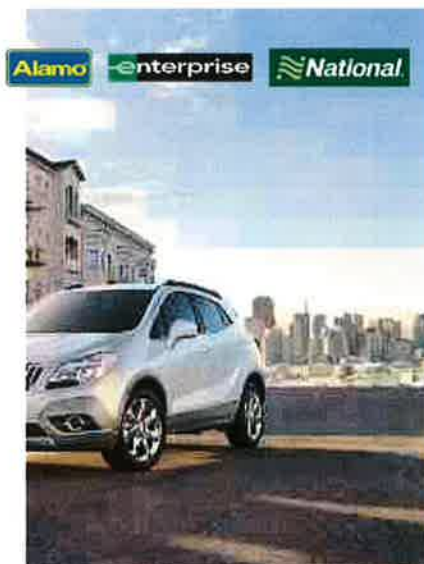
i Your reservation is confirmed, but we couldn't create your Hilton Honors account because your email address is already connected to an account. Give us a call at +1-855-672-1138 for assistance.



Hilton Garden Inn San Bernardino

**30** SEP
MON**03** OCT
THU

Total for stay:
\$458.61

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Feedback

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✈ RNO → ONTTOTAL
\$296.50 ✓

Trip & Price Details

✈
Price

Payment

Confirmation

✈ Flight [Modify](#) [Remove](#)

\$296.50 ^

✈ Mon 9/30 RNO → ONT 3hr 25min 1 stop ✈
7:40PM 11:05PM

[Wanna Get Away](#)

Price per passenger \$237.21

Taxes and fees per passenger \$59.29

✈ Thu 10/3 ONT → RNO 2hr 45min 1 stop ✈
6:10PM 8:55PM

[Wanna Get Away](#)

Total per passenger \$296.50

Passenger(s) x1

Flight total \$296.50

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.

No change fees.¹

Change your flight later without a fee.

¹ Fare difference may apply

BAG FEE * \$0.00
SUBTOTAL \$237.21
TAXES & FEES \$59.29
TRIP TOTAL \$296.50

[Show price breakdown](#)

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after first purchase and
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after qualifying purchases.

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YOU PAY TODAY \$296.50
CREDIT ON YOUR STATEMENT -\$100.00
TOTAL AFTER STATEMENT CREDIT \$196.50

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No worries, your flight will remain in your cart while you search for a car.