

Sugar-Salem Joint School District #322  
 Professional Development Travel Request  
 (To use District, State, or Federal Funds)

**General:**

Name of employee(s) requesting:	Claudia Mechem
School: Sugar Salem High	Destination: East Coast Sr. Trip
Leaving Date: April 5th	Returning Date: April 14th
Destination: East Coast	
Time of departure from school:	Time of return to school:
SFHS - 5:30pm	SFHS - wec hours

Conference or Name of Professional Development Activity:

Activity description and how it relates to professional duties:

(See Itinerary)

Note: Attach agenda and conference details to this request.

How does planned activity relate to your present assignment?

Enhancement of Government in
the U.S., Application of Gov't.
Curriculum will be taught to
all students attending

How will students of Sugar-Salem District directly benefit from this professional leave?

Experience the history of our country

Registration—attach registration form if available:

Name of Organization:	
Billing Address:	
City/State/Zip	
Phone:	
Cost:	# of individuals _____ @ \$ _____ = _____
District PO #:	

Transportation:

Driving: _____ District car/vehicle _____ own vehicle	A personal car should only be used if a district car in unavailable. In the case of using a district car the employee may check out a district credit card to pay for fuel. <u>Mileage will be paid at a reasonable mileage to and from the destination including a reasonable number of miles at the conference. A Google Maps driving directions from the school to</u>
Last 4 digits of district gas card:	
School District PO #:	

	hotel/conference needs to be included. (District rate is .41/mile)
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Hotel Arrangements: *See hotel/travel attachment*

Hotel Name:	Confirmation #:
Address:	Telephone:
# Nights Staying:	Cost per night:
# of Rooms:	School/District PO #

**Meal Per Diem:**  
*NA*  
 Do not request for meals covered during workshop/conference or by the hotel for continental breakfast services.

Day rate is \$25/day if no meals are provided by convention that day	# of full days:
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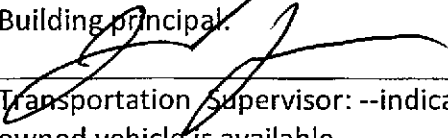
**OR**

Breakfast \$7.00/meal (when traveling between 7:00 am -11:00 AM)	# of Breakfasts:
Lunch \$7.00/meal (when traveling between 11:00-3:00pm)	# of lunches:
Dinner \$11.00/meal (When traveling after 3:00pm)	# of dinners:
Meal Per Diem school/district PO #:	

**Funding Source(s):**

Activity expense	Cost	Account:
Hotel :		
Travel/gas:		
Meals:		
Conference Registration:		
Other:		

**Approval Signatures:**

Building principal:	
Transportation Supervisor: --indicates district owned vehicle is available	
Funding Approval Signature --Federal Programs director, etc. <i>If funding different from building level</i>	
Superintendent's signature:	

Once activity is approved and all travel arrangement has been made, see that each person approving this activity has a copy of finalized sheet.

# South Fremont/Sugar-Salem High School

East Coast Tour

April 6 – 15, 2017

This 9 day 8 night tour will include the following:

- Eight night's hotel stays (4 in Washington, 2 in Lancaster, PA and 2 in New York).
- Round trip air from Salt Lake City.
- Motorcoach transportation for the duration of the tour.
- Motorcoach transportation from South Fremont High School to the Salt Lake City Airport and return.
- Step-on guides in Gettysburg and Lancaster.
- Tickets to a Broadway Show, the Statue of Liberty and Monticello. Breakfast each morning.
- Dinner in Gettysburg and Monticello
- Special Amish Tour and Dinner.

The cost of this 9 day tour will be \$1995.00 per person based on four students per room. The payment schedule will be as follows:

October 25 <sup>th</sup>	\$675
January 25 <sup>th</sup>	\$675
February 25 <sup>th</sup>	\$645

Payments can be received by (for Sugar) Julie Clark, in the office, (for South) Trena Peebles, in the office or K and N Tours and Travel, 365 Spyglass Circle, Idaho Falls, Idaho 83401. Checks need to be written out to K and N Tours.

Students need to talk to their parents before making a deposit to make sure they can meet the payment schedule. Once deposits are made to K and N Tours and tickets and accommodations are secured, deposits are not refundable. If you are unable to make the trip you will need to find another student to buy your place. Because of the unstable fuel prices airlines and bus companies are adding fuel surcharges to already confirmed prices. If this happens they will be passed on to the tour participant. If you have questions please contact Claudia Mecham at Sugar Salem High School, Ben Hildebrand at South Fremont High School or Neil Hirschi, K and N Tours (208-351-4979).

## **South Fremont/Sugar-Salem High Schools**

### **East Coast Itinerary**

**April 5 – April 14, 2017**

- April 5 Depart SFHS at 5:30pm to SLC Airport. A stop in Centerville for dinner (Inn and Out Burgers). Flight departs SLC Airport at 11:55pm.
- April 6 Arrive at JFK airport at 6:25am, claim luggage and board Motorcoach. Travel to The Crossing of the Delaware State Park in Titusville, New Jersey. A stop for breakfast will be made enroute.  
12:30 – Depart for Valley Forge, stop at King of Prussia Mall for lunch.  
2:30 – Visit Valley Forge.  
4:00 – Depart for Washington DC.  
Evening memorials in DC if time permits.
- April 7 Depart hotel for Charlottesville and Monticello home of Thomas Jefferson.  
11:00 - Arrive at Monticello  
11:40 – Start Tour  
1:30 – Board Motorcoach  
1:45 – Lunch at Michie’s Tavern  
3: 00 – Board motorcoach for return trip to DC.  
5:30 – Late afternoon touring in DC.  
8:00 – Return to Hotel.
- April 8 Depart hotel for morning visits to the Iwo Jima Memorial, Air Force Memorial and the Pentagon Memorial.  
11:45 – Depart for Arlington National Cemetery.  
1:15 – Army wreath laying ceremony for both school.  
2:30 – Depart Arlington  
3:15 - Holocaust Memorial reservation  
5:15 – return to motorcoach  
6:00 – Dinner at Union Station  
7:00 – Stop at World War II Memorial for illumination picture.  
8:00 – return to hotel
- April 9 Depart for Air and Space Smithsonian at Dulles Airport  
11:30 – Return back to DC and visit the Smithsonian’s on the National Mall
- April 10 Depart for Baltimore for a visit to Fort McHenry. If weather permits participate in the flag raising at the Fort.  
10:30 – Depart for Gettysburg  
12:00 – Lunch at General Pickett’s Buffet.  
2:30 – Attend the Cyclorama at the Gettysburg Visitors Center.  
3:15 – Board the motorcoach with step-on guide for a 2 hour tour of the Battlefield.  
5:30 – Depart for Lancaster  
7:30 – Arrive at Bird n Hand
- April 11 Depart for Chocolate World in Hershey, PA

Return back to Kitchen Kettle for shopping and a light lunch.  
2:30 – Meet step-on guide for a tour of the Amish Countryside.  
5:00 – Dinner with an Amish family in their home.  
7:00 – Return back to hotel.

April 12

Depart for Philadelphia  
11:00 – Our time to tour Independence Hall  
1:00 – Depart for New York City  
3:00 – Hotel check in if rooms are ready.  
4:00 – Enter city with a stop at Alexander Hamilton Park on the bank of the Hudson River overlooking the New York Skyline. The site of the duel between Aaron Burr and Alexander Hamilton.  
8:00 – Return back to the hotel.

April 13

Depart for Liberty State Park to catch the Ferry to the Statue of Liberty.  
1:00 – Meet Motorcoach at Battery Park.  
Stops will be made at the 9/11 memorial, China Town and other sites as time permits.  
8:00 – Broadway Play (Miss Saigon)  
10:30 – Return back to hotel

April 14

Depart for West Point Military Academy.  
10:30 – Tour of West Point  
1:00 – Return back to New York City  
5:30 – Arrive at JFK Airport  
8:00 – Return flight departs for SLC

# Hotel and Air Schedule

## South Fremont and Sugar Salem High Schools

April 6,7,8,9

Holiday Inn Express  
6401 Brandon Avenue  
Springville, Virginia 22150

April 10,11

Bird-in-Hand Family Inn  
2740 Old Philadelphia Pike  
Bird-in-Hand, Pennsylvania 17505

April 12,13

Fairfield Inn by Marriott East Rutherford Meadowlands  
850 Paterson Plank Road  
East Rutherford, New Jersey 07073

### AIR SCHEDULE

April 5 Depart SLC Delta Flight #1202 at 11:55pm

April 6 Arrive at JFK Flight #1202 Delta Airlines at 6:26 am.

April 14 Depart from JFK Flight #213 Delta Airlines at 8:00 pm

Bus drop off at JFK at 5:30 pm.

Arrive in SLC at 11:24pm

### Motor Coach Schedule

Susquehanna Trailways, 11 West Church Street, Williamsport, PA 17701 Tel#1-800-692-6314