


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

General:

Name of employee(s) requesting:	Dan Mecham	
School: SSSH	Signature:	
Leaving Date: March 29	Returning Date: April 3	
Destination: Los Angeles, CA		
Time of departure from district: 6AM	Time of return to district: 6PM	

Conference or Name of Professional Development Activity:
National Science Teachers Association

Activity description and how it relates to professional duties:

This is a National Science Teachers Association Conventions
It includes workshops on teaching science, STEM programs and their implementation, as well as fieldtrips to the Jet Propulsion Laboratory, and Griffith Observatory to give practical applications and potential fields of study to encourage students.

Note: Attach agenda and conference details to this request.

How does planned activity relate to your present assignment?

It relates to my field of study because I teach Science at the High School.

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

As a Secondary Teacher, the Professional Development opportunities would be great to improve content specific curriculum. I will be able to have great ideas for new projects and be able to refine my teaching.

Registration—attach registration form if available:

Name of Organization:	
Billing Address:	
City/State/Zip	
Phone:	
Cost:	# of individuals <u> 1 </u> @ \$ <u> 365 </u> = <u> \$365 </u>
District PO #:	

Transportation:

Driving: <u> </u> District car/vehicle <u> </u> 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 hotel/conference needs to be included. (District rate is .41/mile)</u>
Last 4 digits of district gas card:	
Car Rental: ~\$260 Flight Information & Cost: ~\$460	
School District PO #:	

Hotel Arrangements:

Hotel Name:	Confirmation #:
Address:	Telephone:
# Nights Staying: 4	Cost per night: ~\$200 (\$800 total)
# of Rooms: 1	School/District PO #

Meal Per Diem:

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: 4 = \$100
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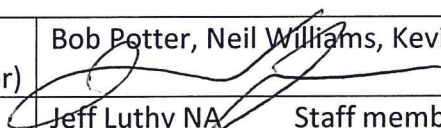
OR

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 :	~\$800	State Professional Development
Travel/gas: airfare: ~\$460.00 Car rental: ~\$260.00		State Professional Development
Meals:	\$100	State Professional Development
Conference Registration:	\$365	State Professional Development
Other:	TDB	Staff member

Approval Signatures:

Building principal: (only need immediate administrator)	Bob Potter, Neil Williams, Kevin Schultz, Jared Jenks 
Transportation Supervisor: --indicates district owned vehicle is available	Jeff Luthy NA Staff member responsible to get to/from Idaho/Utah airport.
Funding Approval Signature –Federal Programs director, etc. <i>If funding different from building level</i>	Bryon Kennedy
Superintendent's signature:	Alan Dunn

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