



REQUEST FOR APPROVAL OF STAFF CONFERENCE

Name(s) of Staff Member: Rachelle Romoda, Jane Akins and Renee' Langtry-Green

Conference Title: SREB School Visits in Georgia and South Carolina

Specific Dates and Time of Conference: Start Date: 5/12/2014 Start Time: 7:00 am
 End Date: 5/16/2014 End Time: 4:30 pm

Conference Location: Georgia and South Carolina

Purpose of Conference: To see an Advanced Career School, High School That Works and 2 Tech Centers That Work

Itemization of Anticipated Expenditures:	Amount
Lodging	\$333.00
Meals	\$577.00
Registration.....	\$0.00
Travel (BOCES~fuel cost or personal car~mileage	338
Other - Specify.....	
Total Estimated Expenditures	\$1,248.00
Total Anticipated Expenditures to BOCES	\$1,248.00

Signature: (Staff Member) Date: 4/7/2014

RECOMMENDED BY:
 Signature:
 (Immediate Supervisor)
 Date: _____

APPROVAL DISAPPROVAL

Signatures: (below) Date: _____

Code: 820-1000-460-14 _____
 (Director-Registration Fee with NQ Overnight)
 Comments: Cape Air tickets travel from Og. to Albany - Rachelle _____
 (District Superintendent/Designee - 1-3 nights accommodations)
(one way) and Renee' (round-trip). Jane mileage from Syr to Albany _____
 (BOCES Board of Education - 4 nights or more accommodations)

*** Retain a copy for your records
 *** Include only one original with documents below
 *** Attach a copy to each Requisition Form pertaining to this request (see below)
 ** Lodging
 ** Conference Registration
 ** Conference Expense

Print Form

**Southern Regional Education Board Career Technical Education Visit
May 12 – 15, 2014**

Purpose of Trip: Site visit and tour of a SREB “High School That Works” in St. Marys, Georgia, which is engaged in training for higher-value technical jobs. The site visits and tours in South Carolina will be to two “Tech Centers That Work” and one Advance Career Center in Chapin, SC. SREB has developed 7 Advance Career Curricula pathways that emphasize college- and career –readiness standards.

St. Lawrence-Lewis BOCES Cost: (\$1,248)

- **Meals for 3 Administrators (\$577)**
- **Cape Air to Albany (\$150)**
 - Renee’ Langtry-Green Roundtrip ticket (\$100)
 - Rachelle Romoda one-way ticket (\$50)
- **Mileage (\$188)**
 - Jane Akins from Syracuse International Airport to Albany International Airport (\$80)
 - Jane and Rachelle travel by car from Albany International Airport to Canton, NY (\$108)
- **Hotel reservations (\$333)**
 - Jane, Rachelle and Renee’ in Albany, the night before they leave (\$111)
 - Renee’ in Albany on trip home (\$111)
 - Tentative - hotel reservations for Rachelle and Jane in Albany on trip home – May 15 (\$111)

Southern Regional Board Cost:

- **Airline tickets**
 - Renee’, Rachelle and Jane from Albany to Jacksonville Florida – site visit to SREB “High School that Works” in St. Marys, Georgia.
 - Renee’ return flight from Jacksonville, FL to Albany
 - Rachelle and Jane from Jackson, FL to Greenville, SC to visit two “Tech Centers that Work” and one Advance Career Center in Chapin, SC.
 - Return flight for Jane and Rachelle from Greenville, SC to Albany
- **Hotel Accommodations**
 - Hotel in Jacksonville, FL on May 13
 - Hotel in Greenville, SC on May 14
- **Rental Car(s)**