

CONFERENCE / TRAVEL REQUEST

PRIOR BOARD APPROVAL IS REQUIRED FOR ALL CONFERENCE / TRAVEL REQUESTS.
SUBMIT CONFERENCE REQUEST 10 WEEKS PRIOR TO DATE OF IN STATE (CALIFORNIA) CONFERENCES.
SUBMIT CONFERENCE REQUEST 12 WEEKS PRIOR TO DATE OF OUT-OF-STATE CONFERENCES.

FIRST AND LAST NAME:		POSITION:	SITE / DEPARTMENT:	
HOME ADDRESS:		CREDENTIAL EXPIRATION DATE:	COURSE / PATHWAY / INDUSTRY SECTOR:	
NAME OF EVENT / CONFERENCE:		ADDRESS OF EVENT / CONFERENCE:	CITY AND STATE OF EVENT / CONFERENCE:	
DATE(S) OF EVENT / CONFERENCE:		DATE(S) ABSENT FROM DUTY:	WILL YOU REQUIRE A SUBSTITUTE? Yes No	
TIMES SUBSTITUTE IS NEEDED: FROM: am pm TO: am pm		PLEASE CIRCLE PERIODS SUBSTITUTE IS NEEDED: 1 2 3 4 5 6 7 8	SGVROP Business needs to book:	
REGISTRATION - Please attach evidence of registration information.		\$	Registration	
AIRFARE - Please attach evidence of airfare estimate.		\$	Airfare	
LODGING + TAX - Please attach evidence of lodging estimate.		\$	Lodging	
MILEAGE - (\$.62.5/mi) Attach confirmed mileage entire page from MapQuest starting from the lessor of ROP's address or home address to destination conference's address. (Personal Automobiles only)		\$	Funding Source	
MISCELLANEOUS - Car rental/Taxi/Shuttle/Metro/Gas/Parking/Toll Fees/Luggage		\$	Order for SGVROP HR: Teacher Requested Substitute: YES NO Substitute Scheduled: YES NO Substitute Name: Report of Absence (ROA) Submitted or School Business (SB): YES NO SB	
MEALS - Up to \$65 per day. Original ITEMIZED receipts will be required.		\$		
<i>Business Office Use Only: Substitute Teacher's Cost:</i>		\$		
ESTIMATED CONFERENCE TOTAL:		\$		
Superintendent Office Use Only - BOARD APPROVAL DATE:				

NOTE: Employee must receive prior board approval of all conference/travel or the ROP will not be responsible for the payment of the Conference / Travel expenses. Employees will receive a copy of approved Conference / Travel Request upon Board Approval.

REIMBURSEMENT: Conference / Travel Reimbursements MUST be submitted within seven (7) days after returning from the conference. Submit a copy of the approved Conference / Travel Request, Itemized Reimbursement Form, ITEMIZED meal receipts, MapQuest for mileage, registration, travel, lodging and miscellaneous receipts must be provided when submitting for reimbursement.

Employee Signature	Date
Supervisor Approval	Date
Executive Director of Educational Services Approval	Date
Chief Business Officer Approval	Date
Superintendent Approval	Date
Account Number for Substitute Teachers:	
Account Code to Charge Conference Expenses:	

SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM

CONFERENCE REQUEST RATIONALE AND JUSTIFICATION

This document must be completed and included when submitting a Conference Request / Travel Form. If conference is approved, you may be asked to share what you learned with others and/or provide a presentation.

Depending on funding availability the ROP may approve up to 2 conferences per year. The requested conference must be industry and/or instruction related and meet the following criteria:

- Must align with CTE curriculum
- Identify at least one of the 12 elements of a high quality CTE program that this conference will achieve
- Course must be sequenced, or in process of being sequenced
- Program budget includes funding availability

PLEASE COMPLETE THE FOLLOWING

1. Attendee First and Last Name:
2. Provide the course, pathway and industry sector that will benefit from attending the conference:

COURSE	PATHWAY	INDUSTRY SECTOR
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3. Name and address of conference:
4. Describe how the conference will enhance the course/pathway.
5. Describe how the conference meets the goals and objectives of the course/pathway.
6. Describe how attending this conference will provide students with a greater insight of the industry standard expectation.

12 ESSENTIAL ELEMENTS OF A HIGH-QUALITY COLLEGE AND CAREER PATHWAY

1. **Student-Centered Delivery of Services**
2. **Access**
3. **Equity**
4. **Leadership at All Levels**
5. **High-Quality, Integrated Curriculum and Instruction**
6. **Skilled Instruction and Educational Leadership, informed by Professional Learning**
7. **Career Exploration and Student Supports**
8. **Appropriate Use of Data and Continuous Improvement**
9. **Cross-System Alignment**
10. **Intentional Recruitment and Marketing (Promotion, Outreach, and Communication)**
11. **Sustained Investments and Funding through Mutual Agreements**
12. **Strong Partnerships with Industry**

