



**EL CAMINO REAL CHARTER
HIGH SCHOOL
Conference Request Form**

Conference Request Information

Your Name: Melissa Gregorio
 Department: Social Studies (Psychology)
 Conference Name: AP Summer Institute - Psychology
 Conference Date(s): June 9 - June 12, 2020
 Conference Location: University of Texas - Austin

Brief Description of Conference: Exploring the course framework, exam, and new resources to help me plan & focus instruction to teach AP Psychology.

What is the purpose of your attendance at the conference?
I have never taught this course and would like to take the earliest opportunity to receive direct guidance from the College Board so I can be as prepared as possible.

What is the benefit to the school? (i.e. What school or departmental goals does this address?)

Students will continue to succeed in AP Psychology, as our current instructor is retiring.

What follow up activities will occur? (e.g. Present information to your department, Create a new curricular activity)

Be ready to teach the course; prepare students to pass the exam and (potentially) for their college-level psychology courses.

Anticipated Costs:

Number of Substitute Days Requested	<u>0</u>
Conference Registration Fee	<u>\$ 545.00 (by 2.28.2020)</u>
Lodging / Airfare Bundled - Expedia	<u>\$ 1,061.92</u>
Parking	<u>\$ 132.00</u>
Meals <u>4 days plus 1st last day of travel</u>	<u>\$ 335.50</u>
Mileage <u>60 miles roundtrip to LAX</u>	<u>\$ 35.00</u>
Other	<u>TOTAL \$ 2,709.42</u>

- Please attach any relevant documentation to assist with initial approval (e.g. maps, conference flyers).
- Per fiscal policy, hotels should be under \$200 per night.
- Meal and Incidental Expense rates are based off of U.S. General Services Administration (GSA) rates (www.gsa.gov).
- Single-day conferences and multi-day conferences not requiring lodging need an assistant principal's approval.
- Overnight conferences require an assistant principal's approval and the Executive Director's approval.
- Out of state travel requires Board approval.

Melissa Gregorio
 Employee Signature

1.10.2020
 Date

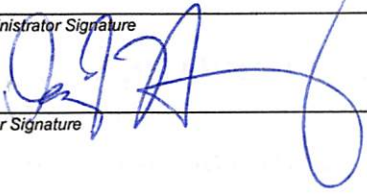
Approvals

(on back)

See all additional documents.

Department Administrator Signature

Date



1/10/2020

Executive Director Signature

Date

Board Signature

Date

January 10, 2020

Request For Approval

RE: Melissa Gregorio Psychology AP Summer Institute (APSI) Out Of State Travel

- **Need to Attend:** I will be teaching AP Psychology starting Fall 2020 (as Mr. Craig is retiring). As I have never taught this course before, it is imperative that I attend a College Board-endorsed summer institute where I can learn more about the course framework, the exam, the recent curriculum changes, and learn some ‘best practices’ from other teachers. The reason I am selecting *this particular APSI* is because of time. As of today, the APSI closest to ECR (in San Diego) isn’t until July 13-16. This will give me only about 2.5-3 weeks to put everything together before school starts, which is not enough time. I want to be as prepared as possible when school starts so that I can maintain the excellence of our AP Psychology program. The APSI at UT Austin is the earliest APSI offered; it starts the week after we get out for summer break (June 9-12). I would like to go as soon as possible so that I can maximize my time with all the information and plan my course to the best of my ability, as well as make use of the assistance Mr. Craig has offered me.
- **Further Justification for Out of State Travel:** Although travelling to Austin requires flights and going to San Diego does not, the overall Austin experience is likely to be cheaper. In discussing my idea with Mr. Bennett, he did some “quick math,” assuming hotel prices to be similar (as the SD conference is held at the University of San Diego, and the Austin conference is held at the University of Texas at Austin--hotel prices near downtown areas and university areas are often similarly pricey). You can see (**attached Document A**) that the SD conference is more expensive, there will be more to pay for mileage, I would need to park at the hotel for at least 5 days, which is fairly expensive in San Diego, and the meals and incidentals per diem is higher in San Diego than in Austin.
- **Justification for Hotel:** I know our fiscal policy states that hotels should be under \$200/night. I was unable to find a hotel near the conference that is under \$200/night. I am requesting to stay at the Hampton Inn & Suites Austin @ The University/Capitol. If you look at **Documents B, C, and D**, I used both information from the conference website itself (Document B), as well as a Google Search (Documents C and D) to find hotels closest to where the conference buildings are. The Hampton Inn is NOT the closest hotel, as the closest one (AT&T Executive Education and Conference Center) is almost \$100 more a night. The Hampton Inn is the 2nd closest; it is within walking distance of the university, which means there is no need for me to rent a car while in Austin. The only transportation costs in Austin will be to and from the airport.
- **Reducing Costs:** In the small packet **Document E**, you will see that I have the total cost for flight and hotel bundled through Expedia (\$1,661.92 as of January 8, 2020), as well as the cost of booking flights and hotel separately (\$2,098.50 as of January 8, 2020). Also, booking the conference by February 28, 2020 saves \$30 on the conference fee (and saves \$250, compared to the San Diego conference fee).

Overall, I hope you can see that *if* there are any additional costs for this trip to Austin (compared to San Diego), they are minimal and, I firmly believe, offset by the extra month I will have to use this information for the benefit of the many students who enroll in AP Psychology. Thank you for considering approving this travel as soon as possible so I may register for the conference and take advantage of early booking savings. Please let me know if you need any additional information to assist with your decision.



El Camino Real Charter High School

Woodland Hills, CA

Document A

Melissa Gregorio <m.gregorio@ecrchs.net>

Conference Questions

Dean Bennett <D.Bennett@ecrchs.net>
To: Melissa Gregorio <M.Gregorio@ecrchs.net>

Mon, Jan 6, 2020 at 4:07 PM

Hi,

Happy New Year!

I did some quick math. If we assume the hotel rates are similar in Austin and San Diego, it looks like Austin would be cheaper.

	San Diego	Austin
Conference Fee	\$795	\$545
mileage	300 miles round trip. 300 x 0.58 = \$174	60 miles round trip to LAX. 60 x 0.58 = \$35
meals	\$71 per day x 4 days = \$284	\$61 per day x 4 days = \$244
airfare	0	\$250
hotel	equal rates in both cities	
Total	\$1,253	\$1,074

Round trip 1 passenger Economy

Los Angeles LAX Austin Mon, Jun 8 Fri, Jun 12

Bags Stops Airlines Price Times Connecting airports More

Date grid Price graph Nearby airports

Best departing flights

Total price includes taxes + fees for 1 adult. [Apply to buy bag fees](#) and other fees may apply.

Sort by

	5:00 PM - 9:50 PM American	2h 50m LAX-AUS	Nonstop	\$207 round trip	▼
	8:25 AM - 1:35 PM Delta	3h 10m LAX-AUS	Nonstop	\$235 round trip	▼
	7:50 AM - 12:40 PM American	2h 50m LAX-AUS	Nonstop	\$239 round trip	▼
	12:40 PM - 5:30 PM American	2h 50m LAX-AUS	Nonstop	\$239 round trip	▼
	6:05 PM - 11:22 PM United - Operated by Skywest/EEA/United Express	3h 17m LAX-AUS	Nonstop	\$242 round trip	▼

Even with minor fluctuations in hotel and airfare costs, I think the cost difference will be minimal. Then the deciding factor would be the preparation time you would gain by going to the June conference. If you submit this request in January, it would still leave you with plenty of options (and time to re-submit) if they decline your request.

I hope this helps,

Dean

[Quoted text hidden]

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Dean Bennett

Assistant Principal, El Camino Real Charter High School

5440 Valley Circle Blvd. Woodland Hills CA 91367

D 818-595-7508 P 818-595-7500 F 818-710-9023

E D.Bennett@ecrchs.net W <http://www.ecrchs.net>



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Document B



The University of Texas at Austin



AP® Summer Institutes

[Home](#) > [Meals & Lodging](#)

Meals & Lodging

Meals

Meals will not be provided by UT Austin APSI. But, participants will be given 1 hour for lunch. Please click here for a list of area restaurants. (Coming Soon)

Lodging

Special Pricing Information TBD

Nearby Hotels (contact the hotel directly for booking and pricing)

- **DoubleTree Suites by Hilton Austin**
- Hampton Inn & Suites Austin @ The University/Capitol - 2nd most close
- AT&T Executive Education and Conference Center - CLOSEST but \$\$\$
- DoubleTree by Hilton Hotel Austin - University Area
- La Quinta Inn Austin Capitol - Downtown
- Hotel Ella



The University of Texas at Austin

AP® Summer Institutes

UT High School-APSI Program
1616 Guadalupe St. Ste. 0.134
Austin, TX 78701

512-471-2913
[Email Us](#) >

POLICIES & PROCEDURES

[UT Austin Home](#) [Emergency Information](#) [Site Policies](#) [Web Accessibility Policy](#)

[Web Privacy Policy](#) [Adobe Reader](#)

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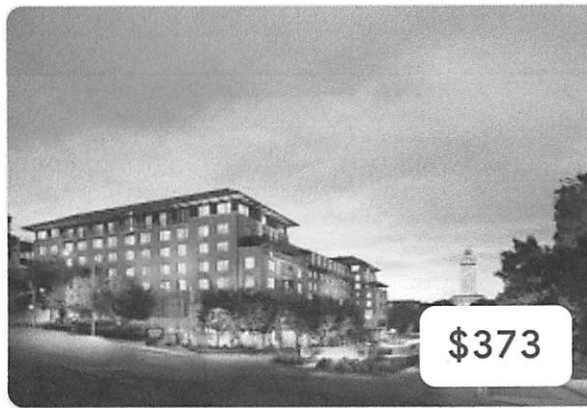
Hampton Inn & Suites Austi...

3-star hotel
4.5 ★★★★★ 667 reviews

Modern lodging with free hot breakfast & Wi-Fi, plus a fitness room & rooftop pool.

\$281

[View prices](#)



AT&T Executive Education a...

4-star hotel
4.5 ★★★★★ 1,554 reviews

Campus convention hotel with modern meeting spaces & casual rooms, plus an outdoor heated pool.

\$373

[View prices](#)



DoubleTree Suites by Hilton ...

3-star hotel
4.3 ★★★★★ 671 reviews

Sophisticated 1- & 2-bedroom suites with kitchens, plus an outdoor pool and a free area shuttle.

\$257

[View prices](#)



Drifter Jack's Hostel

2-star hotel
4.5 ★★★★★ 307 reviews

Lively hostel offering a mix of accommodations & a movie room, plus free breakfast & WiFi.

\$33

[View prices](#)



Document D

Google

- Trips
- Explore
- Flights
- Hotels
- Packages



\$281

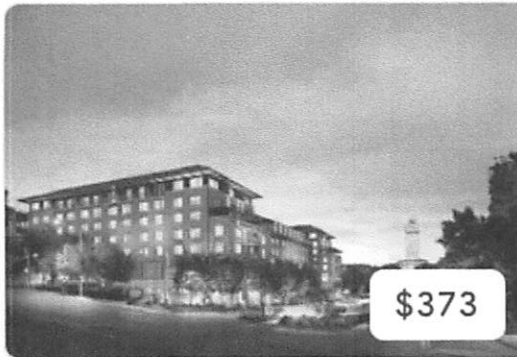
Hampton Inn & Suites Austin...

3-star hotel
4.5 ★★★★★ 667 reviews

Modern lodging with free hot breakfast & Wi-Fi, plus a fitness room & rooftop pool.

2nd most close

View prices



\$373

AT&T Executive Education a...

4-star hotel
4.5 ★★★★★ 1,554 reviews

Campus convention hotel with modern meeting spaces & casual rooms, plus an outdoor heated pool.

CLOSEST

View prices



DoubleTree Suites by Hilton ...

3-star hotel
4.3 ★★★★★ 671 reviews

Sophisticated 1- & 2-bedroom suites with kitchens, plus an outdoor pool and a free area shuttle.



Update results when map moves

Flights & Hotel Bundled

Your trip to Austin, TX

Mon, Jun 8 - Sat, Jun 13 Total price: **\$1,661.92**

Mon, Jun 8 - Sat, Jun 13
Roundtrip 1 traveler



8:25am - 1:35pm
Delta

3h 10m
LAX - AUS
Nonstop
✓ Free cancel within 24 hrs

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag



1:40pm - 2:58pm
American Airlines

3h 18m
AUS - LAX
Nonstop
✓ Free cancel within 24 hrs

Fare Rules and Restrictions:

- Airline assigns seats
- Bring a carry-on bag

Show flight and baggage fee details

Roundtrip Flight
Los Angeles (LAX) to Austin (AUS)
Mon, Jun 8 - Sat, Jun 13
1 Ticket: 1 Adult

Hampton Inn & Suites Austin - Downtown / Convention Center Austin
Mon, Jun 8 - Sat, Jun 13
1 Room: 5 nights

Add transportation to and from your hotel for more bundled savings

Starting price **\$1,665.11**
Bundled savings **-\$3.19**

Total due today: **\$1,661.92**

Pay as low as \$151/month
All prices include taxes & fees and are quoted in **US dollars**
Only 7 tickets left at this price!

Next: Final details

✓ Don't forget to add travel protection to your booking at checkout.

i Important Trip Information
We want you to know this trip has the following restrictions regarding your flight and hotel.

- Your flight is a combination of two **one-way** fares, each subject to its own rules and restrictions. More Details

Upgrade your flight

Get more comforts and benefits by adding an upgrade.



Los Angeles Intl. (LAX) → Austin-Bergstrom Intl. (AUS)
3h 10m from **+\$35.00** for all travelers

- Relax while packing! Get free bags
- Choose seats at no extra charge
- Enjoy complimentary snacks

Show upgrades



Austin-Bergstrom Intl. (AUS) → Los Angeles from **+\$35.00**



Round trip · 1

Los Angeles Austin

Selected flights



Mon, Jun 8 · 12:40 PM – 5:30 PM 2h 50m
American LAX-AUS

Nonstop



Sat, Jun 13 · 1:40 PM – 2:58 PM 3h 18m
American AUS-LAX

Nonstop



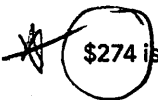
Fare options

Basic Economy \$274	+\$0	Main Cabin \$324	+\$50	First \$639
<input type="checkbox"/> No seat selection		<input checked="" type="checkbox"/> Free seat selection		<input checked="" type="checkbox"/> Free seat selection
<input checked="" type="checkbox"/> Standard seat		\$ Extra legroom available for a fee		<input checked="" type="checkbox"/> Premium seat
<input checked="" type="checkbox"/> Standard boarding		\$ Priority boarding for a fee		<input checked="" type="checkbox"/> Priority boarding
<input type="checkbox"/> No ticket changes		\$ Ticket changes for a fee		\$ Ticket changes for a fee
1 free carry-on		1 free carry-on		1 free carry-on
1st checked bag: \$60		1st checked bag: \$60		2 free checked bags

Fare and baggage fees apply to your entire trip. [American bag policy](#)

Booking options

Your account can't display booking links. To book this flight, sign in to a different Google account.



\$274 is low for Economy ⓘ

Prices are \$76 cheaper than usual.

The least expensive flights for similar trips to Austin usually cost between \$285–445.

\$274 is low



\$285

\$445

View price history

Google Flights

Language · English

Country · United States

Currency · USD

Find the cheapest and best flight for you.

← Google





Going Through Hotel Directly

Sign In

Join

Hampton Inn & Suites Austin @ The University/Capitol

[Edit stay](#)

8 Jun - 13 Jun 2020

Step 3 of 3

Payment and Guest Details

Total for stay

\$1,824.50

[Show price details](#)

Total room charge

\$1,559.40

Total taxes

\$265.10

i This non-refundable rate requires you to pay upfront.

All fields are required unless marked optional.

Payment

Feedback

Card number

Month

Year

Security Code



Guest information

{"roomTypeCode":"NKRR","ratePlanCode":"SHHQ01"}

Conference Fee Info Page 1

AP SUMMER INSTITUTES AT THE UNIVERSITY OF TEXAS @ AUSTIN: WEEK 1

SESSION

Biology - APSI

Late			
\$595.00			
Discounted Price	If Registered By	Refund Policy	
\$545.00	Friday, February 28, 2020	Details	
\$575.00	Friday, May 22, 2020	Details	

Government and Politics - Comparative - APSI

Late			
\$595.00			
Discounted Price	If Registered By	Refund Policy	
\$545.00	Friday, February 28, 2020	Details	
\$575.00	Friday, May 22, 2020	Details	

Psychology - APSI

Late			
\$595.00			
Discounted Price	If Registered By	Refund Policy	
\$545.00	Friday, February 28, 2020	Details	
\$575.00	Tuesday, June 9, 2020	Details	

PAYMENT MESSAGE

All payments and financial settlements are handled by the endorsed APSI. Please submit offline payments of check or Purchase Order directly to the APSI and not the College Board. All questions regarding payments and status of registration must be directed to individual endorsed APSI sites.

Conference Fee Info Pg 2

AP SUMMER INSTITUTES AT THE UNIVERSITY OF TEXAS @ AUSTIN: WEEK 1

OVERVIEW

- What forms of payment do you accept?
- Where should I send my check or PO?
- Are meals provided?
- Can I park on campus?
- What should I wear or bring with me?



Question: What forms of payment do you accept?

Answer: We accept Visa, Mastercard, AMEX and Discover credit cards (preferred form of payment), College Board (CB) scholarships, checks, and purchase orders (POs). Please note that until we receive the CB letter, physical check, or PO, your registration will not be completed (which is why credit card payments are preferred).

Please note that participants/schools who use POs must pay them in **FULL by Friday, May 29, 2020**. (Check must be received by this date or you can pay via credit card.) After May 29, registration will be cancelled. Participants who re-register after May 29th will pay via credit card and will pay the late registration price. Please use credit cards whenever possible to avoid last minute complications with POs.

Question: Where should I send my check or PO?

Answer: UT High School
1616 Guadalupe St.
Ste. 0.134
Austin, TX 78701

Question: Are meals provided?


Answer: No. Meals are not provided. However, there are many local options on and around campus. The buildings used also provide microwaves for participants who choose to bring their lunch. To accommodate participants who need to purchase lunch, lunch will be 1 hour in duration.

Question: Can I park on campus?

Answer: Parking fees are included in your registration fees. You will be provided a parking pass to use in any of the designated parking garages. Lost passes will not be reissued. Parking fees and/or tickets will not be reimbursed if you park in a different garage.

Question: What should I wear or bring with me?

Answer: We suggest casual clothes that are weather appropriate. A light jacket is not a bad idea in case buildings are cold. Most people bring a laptop. Please check the class prep information for your class for any additional items needed...be it art supplies or science lab materials.

 An official website of the United States government



FY 2020 Per Diem Rates for Austin, Texas

I'm interested in:

Lodging by month (excluding taxes) | October 2019 - September 2020

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

Primary Destination ⁱ	County ⁱ	2019 Oct	Nov	Dec	2020 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Austin	Travis	\$140	\$140	\$140	\$163	\$163	\$163	\$149	\$149	\$149	\$140	\$140	\$140


Meals & Incidentals (M&IE) Breakdown ⁱ

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination ⁱ	County ⁱ	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ⁱ
 Austin	Travis	<u>\$61</u>	\$14	\$16	\$26	\$5	<u>\$45.75</u>

4 days

2 days