



**Erie County Technical School
Request for Travel Authorization**

Date of Request: 5/17/2010

Requestor Name: Elaine Shaffer Position: Business Partnerships
Coordinator

Destination: Kansas City, Missouri Over 400 miles ☒ (Yes) or ☐ (No)

Purpose of Trip: SkillsUSA National Competition

Date(s) of Trip: June 21-26, 2010

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 4,000.00

Signature: Elaine Shaffer Date: 5/17/2010

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasovich Date: 5/17/10

2. Director's Approval

Signature: _____ Date: _____

3. Board Approval (travel over 400 miles):

Signature: _____ Date: _____

Copies: Original to requestor, copy to Supervisor, copy to Business Office

Required by Board Policies 331, 431, 531 – Authorization to Travel

ISO Form #: 2300.05.00	Revision Date: April 17, 2009
This is a controlled form. Check the forms index for the most recent and correct version.	



May 17, 2010

To: The Members of the Joint Operating Committee

From: Sandra Carr and Elaine Shaffer, SkillsUSA Advisory Committee Chairs

Subject: Financial Assistance from the ECTS Foundation

On behalf of the SkillsUSA members and the advisory committee, we would like to request financial assistance from the ECTS Foundation fund to pay for the travel and registration fees for Yuliya Avatyuk and Elaine Shaffer to travel to the SkillsUSA National Convention in Kansas City, Missouri in June. Yuliya is our state gold medal winner and will compete in the national contest for medical math. Elaine Shaffer will accompany Yuliya to the National Convention. The costs for this event are estimated to be approximately \$4,000.

Expense	Cost	Instructor Expense	Student Expense
TravelTyme (Airfare & Lodging)	\$2,023.00	\$1,292.00	\$731.00
Mileage to Pittsburgh Airport	\$150.00	\$150.00	
Long Term Parking	\$100.00	\$100.00	
Event Fee	\$290.00	\$145.00	\$145.00
Meals, Event Transportation, Activities	\$1,437.00	\$718.50	\$718.50
Total	\$4,000.00	\$2,405.50	\$1,594.50

Your consideration of this request is greatly appreciated.

Thank you.