



nsba  
*Advocacy*  
**INSTITUTE**

January 29-31, 2023 | Washington, D.C.

The Advocacy Institute brings together education leaders to explore and discuss the latest developments in key education policy and legislation, champion the interests of public K-12 students, advocate for education priorities and federal policies, and network with colleagues from across the country. Topics include district funding, parental rights and engagement, choice legislation, and teacher shortages. Join us at NSBA's Advocacy Institute, January 29-31, 2023, in Washington, D.C., to add your voice and engage with Congress.

Speaker



**ROBERTO J. RODRÍGUEZ**

Assistant Secretary for Planning, Evaluation, and Policy Development  
U.S. Department of Education

# All Districts Are Welcome to Attend Advocacy Institute!

Registration is closed.

## Registration Fees

Registration	Registration Deadline	Participating NATCON & CUBE Districts in Member State Associations	Participating NATCON & CUBE Districts in Non-Member State Associations	Non-Participating NATCON & CUBE Districts in Member State Associations	General
Early	Before November 18	\$500	\$600	\$650	\$720
Standard	After November 18	\$600	\$720	\$770	\$865

\*Participating Member State Association Executive Directors receive a complimentary registration. For more information, contact [info@nsba.org](mailto:info@nsba.org).

## Schedule (as of 1/25/23)

Jan 28

3 – 6 p.m. Registration

5:30 – 6:30 p.m. NSBA's Equity Symposium & Advocacy Institute Joint Reception

Jan 29

7 a.m. – 5 p.m. Registration

8:30 – 9:15 a.m. Preconference Session – First-Time Attendees

11 – 11:45 a.m.    General Session  
Influencing Your State Digital Equity Act Plan  
Kristina Ishmael, Deputy Director, U.S. Ed, OET – Office of EdTech  
Keith Krueger, CEO, CoSN  
Tara Courchaine, Chief Research and Development Officer, CAST  
Reg Leichty, Founder and Partner, Foresight Law and Policy (Moderator)

Noon – 1 p.m.    Networking Luncheon

1:15 – 2 p.m.    Breakout Sessions:

- Engaging Your Community for Student Success
- From Learning Recovery to Education Transformation
- Educator Engagement and Retention: The Critical Role of the Board of Education

2:15 – 3 p.m.    Breakout Sessions:

- Parental Rights Legislation in the States
- Supporting Student Mental Health
- Educator Engagement and Retention: The Critical Role of the Board of Education

3 – 3:15 p.m.    Networking Break

3:15 – 4 p.m.    General Session  
The Honorable Robert C. "Bobby" Scott  
Ranking Member, U.S. House Committee on Education and the Workforce  
Representative, Virginia's 3rd Congressional District

4 – 5 p.m.    General Session  
Educators Rising  
Albert Chen, Acting Chief Executive Officer, PDK International

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7 a.m. – 5 p.m.

NSBA Day on Capitol Hill

Jan 31

Programming

- 10 – 11:30 a.m. Introduction and Legislative Overview
- 1 – 2 p.m. Keynote Presentation  
An Unlikely Journey from the Streets to the Stars  
Dr. Hakeem Oluseyi, Astrophysicist, Former Space Science Education Lead for NASA, and STEM Education Advocate
- 2 – 2:45 p.m. NSBA Federal Advocacy Update  
Francisco M. Negrón, Jr., Chief Legal Officer, NSBA
- 2:45 – 3 p.m. Networking Break
- 3:15 – 4 p.m. General Session  
The Power of Global Education  
Dr. Allan E. Goodman, Chief Executive Officer, Institute of International Education
- 4 – 5 p.m. The Big IDEA: Federal Special Education Laws in 2023 and Beyond  
Sonja Trainor, Managing Director, Legal Advocacy, National School Boards Association  
Audrey Levorse, Senior Director of Government Relations & External Affairs, National Association of State Directors of Special Education

Jan 30

**Breakfast and Lunch are open times for you to network with peers and enjoy Washington, D.C.!**

- 7 a.m. – 5 p.m. Registration
- 7:30 – 8:30 a.m. Networking Breakfast
- 8:30 – 9:15 a.m. General Session
- 9:15 – 10 a.m. Keynote Presentation  
Roberto J. Rodríguez  
Assistant Secretary for Planning, Evaluation, and Policy Development, U.S. Department of Education
- 10 – 10:45 a.m. General Session  
Dr. Marguerite Roza, Research Professor and Director of the Edunomics Lab, Georgetown University
- 10:45 – 11 a.m. Networking Break

## Besanceney, Kristen - SSC

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**From:** Anderson, DJ - BOE  
**Sent:** Wednesday, March 29, 2023 3:50 PM  
**To:** Besanceney, Kristen - SSC  
**Subject:** Re: NSBA itinerary

<https://nsba.org/Events/Advocacy-Institute-2023>



nsba  
**Advocacy  
INSTITUTE**  
January 29-31, 2023 | Washington, D.C.

REGISTER  
NOW!

### Advocacy Institute 2023

The Advocacy Institute brings together education leaders to explore and discuss the latest developments in key education policy and legislation, champion the interests of public K-12 students, advocate for education priorities and federal policies, and network with colleagues from across the country. Topics include district funding, parental rights and engagement, choice legislation, and teacher shortages. Join us at NSBA's Advocacy Institute, January 29-31, 2023, in Washington, D.C., to add your voice and engage with Congress.

[nsba.org](https://nsba.org)

The breakfast on 1/30 was not GF friendly. :)

DJ Anderson  
Director, Poudre School District Board of Education  
[danderson@psdschools.org](mailto:danderson@psdschools.org)  
970.214.5717

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**From:** Besanceney, Kristen - SSC <[kbesance@psdschools.org](mailto:kbesance@psdschools.org)>  
**Sent:** Tuesday, March 28, 2023 3:38 PM  
**To:** Draper, Kristen - BOE <[kdraper@psdschools.org](mailto:kdraper@psdschools.org)>; Anderson, DJ - BOE <[danderson@psdschools.org](mailto:danderson@psdschools.org)>; Donovan, Nathan - BOE <[ndonovan@psdschools.org](mailto:ndonovan@psdschools.org)>  
**Subject:** NSBA itinerary

Hello!

I am so sorry for the delay. I'm trying to get you reimbursed for NSBA expenses but I need a conference itinerary. I reached out to NSBA and requested one but have yet to hear back. If you look back in your emails, can you find one? I primarily need to know if any meals were provided to you.

Thank you!  
Kristen



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest **and** travel more than 40 miles from both their official workstation and residence.

The amount paid for meals (inclusive of all meals, snacks, tips, and any additional travel incidentals incurred to commute to the desired dining location) must be less than or equal to the maximum per diem expenditure rates allowable for meals prescribed by the U.S. General Services Administration. The horizontal sum of columns "local meals" and "incidentals" is used as the meal per diem amount for that location. On travel days, 50% of the daily per diem is paid.

**A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request.** Payment will not be issued without this documentation.

School/Department: Board of Education

Name of Employee: DJ Anderson

Employee ID: P050611

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 (check box if requesting)

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) (check box & enter amount if requesting)

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$396.25

I attest to the following:

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

DJ Anderson  
Employee Signature

6/13/22  
Date

# Meal Per Diem Worksheet

Employee Name: DJ Anderson Emp. ID: P050611

**Only Type in Yellow Boxes**

**Enter Daily Per Diem Here:**

Meals:	74
+ Incidentals:	5
<b>Total Daily:</b> \$	<b>79.00</b>

**Per Diem per Meal**

Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input checked="" type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = **296.25**

If the trip is longer than 7 days, attach additional sheets.

Employee Signature: *DJ Anderson*

6/13/22  
Date:



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest and travel more than 40 miles from both their official workstation and residence.

The amount paid for meals (inclusive of all meals, snacks, tips, and any additional travel incidentals incurred to commute to the desired dining location) must be less than or equal to the maximum per diem expenditure rates allowable for meals prescribed by the U.S. General Services Administration. The horizontal sum of columns "local meals" and "incidentals" is used as the meal per diem amount for that location. On travel days, 50% of the daily per diem is paid.

**A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request.** Payment will not be issued without this documentation.

School/Department: Board of Education

Name of Employee: Kristen Draper

Employee ID: P056628

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 (check box if requesting)

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) (check box & enter amount if requesting)

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$376.50

I attest to the following:

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

Kristen Draper  
Employee Signature

5/26/23  
Date

# Meal Per Diem Worksheet

Employee Name: Kristen Draper Emp. ID: P056628

**Only Type in Yellow Boxes**

**Enter Daily Per Diem Here:**

Meals:	74
+ Incidentals:	5
<b>Total Daily:</b>	<b>\$ 79.00</b>

**Per Diem per Meal**

Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50	OR	Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount: 19.75	Conference Provided? <input type="checkbox"/> Yes	Amount: 19.75	Conference Provided? <input type="checkbox"/> Yes	Amount: 39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount: 39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount: 19.75	Conference Provided? <input type="checkbox"/> Yes	Amount: 19.75	Conference Provided? <input type="checkbox"/> Yes	Amount: 39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = 276.5

If the trip is longer than 7 days, attach additional sheets.

Employee Signature:

Date: 5/26/23



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest **and** travel more than 40 miles from both their official workstation and residence.

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**A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request. Payment will not be issued without this documentation.**

School/Department: Board of Education

Name of Employee: Nate Donovan

Employee ID: P048581

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 (check box if requesting)

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) (check box & enter amount if requesting)

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$376.50

*I attest to the following:*

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

Nathan F. Donovan  
Employee Signature

06/13/2023  
Date

# Meal Per Diem Worksheet

Employee Name: Nate Donovan Emp. ID: P048581

**Only Type in Yellow Boxes**

**Enter Daily Per Diem Here:**

Meals:	74
+ Incidentals:	5
<b>Total Daily:</b>	<b>\$ 79.00</b>

**Per Diem per Meal**

Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓Box if Meal Provided	Amount	✓Box if Meal Provided	Amount	✓Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50	OR	Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = 276.5

If the trip is longer than 7 days, attach additional sheets.

*Nathan F. Donovan*  
Employee Signature:

*06/13/2023*  
Date:



NSBA Advocacy Institute 2023: 1/29/2023 - 1/31/2023

Attendee	Registration
Nate Donovan	Associated State Registration Fee
Kristen Draper	Associated State Registration Fee

Order Details

Product	List Price	Your Price	Tax	Qty	Total
Advocacy Institute 2023 Associated State Registration Fee	\$770.00	\$770.00	\$0.00	2	\$1,540.00
Subtotal:					\$1,540.00
Discount:					\$0.00
Tax:					\$0.00
Shipping:					\$0.00
Total:					\$1,540.00

Payment Number	Date	Method	Card/Check Number	Amount
PMT-022159-RIDO	12/19/2022	Visa	***** [REDACTED]	\$1,540.00
Total Payments:				\$1,540.00

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 [Share](#)

National School Boards Association  
 1580 York Rd, #100, Alexandria, VA 22304-3493, Phone (703) 838-6712  
 Email: [info@nsba.org](mailto:info@nsba.org) Media Contact: [nsba@nsba.org](mailto:nsba@nsba.org)

Printed by: [REDACTED]



National School Boards Association

Event order details

NSBA Advocacy Institute 2023: 1/29/2023 - 1/31/2023

Attendee	Registration
Nate Donovan	Associated State Registration Fee
Kristen Draper	Associated State Registration Fee

Order Details

Product	List Price	Your Price	Tax	Qty	Total
Advocacy Institute 2023 Associated State Registration Fee	\$770.00	\$770.00	\$0.00	2	\$1,540.00

Subtotal: \$1,540.00

Discount: \$0.00

Tax: \$0.00

Shipping: \$0.00

Total: \$1,540.00

*Originally hit 620  
moved to 610 6/25*

Payment Number	Date	Method	Card/Check Number	Amount
PMT-022159-RIDO	12/19/2022	Visa	***** [REDACTED]	\$1,540.00

Total Payments: \$1,540.00

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National School Boards Association  
 1680 Duke St. FL2, Alexandria, VA 22314-3493. Phone: (703) 838-6722  
 E-mail: [info@nsba.org](mailto:info@nsba.org) Media Contact: [media@nsba.org](mailto:media@nsba.org)

Powered By: Cobalt



# RESTRICTED CHECK

# CHECK No. 218160

Check No.: 00218160  
Check Date: 03/10/2023



BOARD OF ED OFFICE  
2407 LAPORTE AVE  
FORT COLLINS, CO 80521

BOARD OF ED OFFICE  
2407 LAPORTE AVE  
FORT COLLINS, CO 80521

Enter your location and complete mailing address.

Enter the address you want items delivered to.

DESCRIPTION		
1-610-51-4732-061100-00	Lunch at NSBA Conference	27.30
INVOICE #: 6544	Washington, DC 1/29/23 Meal Expense for Kristen Draper	
VENDOR #	REQUESTED BY	TOTAL
P003256	N	\$27.30

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT WHITE. THE BACK OF THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD AT AN ANGLE TO VIEW.



**NOT NEGOTIABLE  
FOR MORE THAN  
★★★\$4,999.99★★★**

No. **218160**  
Check No.: 00218160  
First National Bank of Fort Collins, N.A.  
Fort Collins, Colorado 80521

82-26/1070  
CHECK DATE

PHONE # LOCATION STATE TAX EXEMPT # 98-03335

Pay (970) 490-3607 BOARD OF ED OFFICE

NET AMOUNT  
03/10/2023

VOID IF NOT CASHED WITHIN 90 DAYS  
To the order of Twenty Seven and 30/100 Dollars \*\*\*\*\*\$27.30

NOT NEGOTIABLE

Treasurer \_\_\_\_\_ MP

CO ASSOC OF SCHOOL BOARDS  
CASB  
2253 S ONEIDA ST STE 300  
DENVER, CO 80224

Location Authority \_\_\_\_\_ MP

One Pre-Printed & One Original Signature Required



# RESTRICTED CHECK

# CHECK No. 218161

Check No.: 00218161  
Check Date: 03/10/2023



BOARD OF ED OFFICE  
2407 LAPORTE AVE  
FORT COLLINS, CO 80521

BOARD OF ED OFFICE  
2407 LAPORTE AVE  
FORT COLLINS, CO 80521

Enter your location and complete mailing address.

Enter the address you want items delivered to.

DESCRIPTION			
1-610-51-4732-061100-00	NSBA meal - DJ Anderson		26.65
Washington, DC 1/29/23 Meal - DJ Anderson			
VENDOR #	REQUESTED BY	TOTAL	
P003256	N		\$26.65

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND - NOT WHITE. THE BACK OF THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD AT AN ANGLE TO VIEW.



**NOT NEGOTIABLE  
FOR MORE THAN  
★★★\$4,999.99★★★**

No. **218161**  
Check No.: 00218161  
First National Bank of Fort Collins, N.A.  
Fort Collins, Colorado 80521

82-26/1070

CHECK DATE

PHONE #

LOCATION

STATE TAX EXEMPT # 98-C3335

Pay (970) 490-3607 BOARD OF ED OFFICE

03/10/2023

To the order of Twenty Six and 65/100 Dollars \*\*\*\*\*\$26.65

NOT NEGOTIABLE

Treasurer \_\_\_\_\_ MP

CO ASSOC OF SCHOOL BOARDS  
CASB  
2253 S ONEIDA ST STE 300  
DENVER, CO 80224

Location Authority \_\_\_\_\_ MP

One Pre-Printed & One Original Signature Required



MARRIOTT MARQUIS WASHINGTON DC

GUEST FOLIO

9099 ANDERSON/DJ 294.00 01/31/23 08:20 12213 56756  
 ROOM NAME RATE DEPART TIME ACCT# GROUP  
 AD POUDDRE SCHOOL DISTRI 01/28/23 17:55  
 TYPE 2407 LAPORTE AVE ARRIVE TIME  
 203 FORT COLLINS NE 80521  
 ROOM VSXXXXXXXXXXXX [REDACTED] MBV#: 535906958  
 CLERK ADDRESS PAYMENT

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
01/28	OTHR GRP 9099, 1	294.00		
01/28	ROOM TAX 9099, 1	43.95		
01/29	OTHR GRP 9099, 1	294.00		
01/29	ROOM TAX 9099, 1	43.95		
01/30	OTHR GRP 9099, 1	294.00		
01/30	ROOM TAX 9099, 1	43.95		
01/31	CCARD-VS		1013.85	
	PAYMENT RECEIVED BY: VISA XXXXXXXXXXXX [REDACTED]			.00

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 WASHINGTON DC 20001  
 PH: 866-435-7627

Treat yourself to the comfort of Marriott Hotels in your home. Visit ShopMarriott.com.

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

Cheapestairportparking.com Parking Order For Outdoor Self Park

From:support@cheapestairportparking.com

To

Date:Saturday, January 28, 2023 at 06:54 AM MST

# way

✓ Safe parking ✓ Discounted rates ✓ Free cancellations

Dear DJ Anderson,

Your booking is confirmed and your Confirmation Number is **OGI26375335**. Please review the information below and save this email for your records.

**Reservation Receipt:**

**When you arrive, Please present this email to Canopy Denver (DIA) Airport Parking**

Enjoy an enhanced experience

## Barcode/QRCode



Trouble accessing QR/Barcode? Please check the attachment

### Order Summary

Order Date	28 Jan 2023, 06:52 AM MST
Name	DJ Anderson
Email	[REDACTED]
Phone	N/A

Way.com

Before  
**\$156/mo**

After  
**\$76/mo**

Calculate Premium

Parking Lot Name	Canopy Denver (DIA) Airport Parking
Parking Lot Address	8100 Tower Road, Commerce City, Colorado, 80022
Parking Lot Phone	+1 3035749800
Parking Lot Type	Outdoor Self Park
Pricing Type	Daily
Check-in	Jan 28, 2023 08:00 AM
Check-out	Feb 01, 2023 10:30 PM
View Map	<a href="#">Click Here</a>
Access	N/A

Sub Total	\$40.25
Taxes+Fees	\$10.05
<b>Total Amount Paid</b>	<b>\$50.30</b>

Your total price is calculated based on your selected check-in and check-out dates; therefore, it can change if you extend the length of your stay. This rate cannot be combined with any other discounts or offers.

Please make sure to remove your personal belongings and do not leave any valuables visible in your vehicle. While security measures are in place to prevent any theft, this facility or Way is not liable for any lost or stolen items.

**Parking Description**

Canopy Airport Parking Denver is a world-class green parking facility and the affordable choice for premier DIA parking. Indoor valet, covered self-park & open-air conveniently open 24/7/365. Canopy Airport Parking DIA provides Free car-side to curb-side shuttle service with complimentary luggage assistance. Free Electric Vehicle (EV) charging in covered and valet parking. Free shuttle to/From Denver International Airport runs 24 hours and 7 days a week. We are located on Tower Road, just north of Peña Boulevard, and is a quick 10-minute shuttle ride to the terminal. A handicap-accessible shuttle is available - please call the parking lot before arrival.

This discounted internet rate is exclusive with Way.com Please do not ask for staff to match this online rate. You WILL be charged the full drive-up rate upon entry, which may cost 25%-40% more.

### **Shuttle Details**

**Shuttle Service** : Available

**Details** : Free shuttle to/From Denver International Airport runs 24 hours and 7 days a week.. We are located on Tower Road, just north of Peña Boulevard and is a quick 10 minute shuttle ride to the terminal.

### **Refund Policy**

Parking purchases can be cancelled for a full refund up to the start date of your reservation. Cheapestairportparking and Way are not responsible if our partner parking lot sells out and can't accept our customers. Cheapestairportparking and Way will do the very most to accommodate an attempt to move our customers.

### **Trust & Safety Policy**

Service Providers and Cheapestairportparking and Way are not to be held liable for any theft or damages to the user's vehicle. In the event your vehicle is damaged or vandalized on our partner's property, you will need to work directly with the location regarding your reservation. Cheapestairportparking and Way does not control any services or inventory available at our partner's locations.

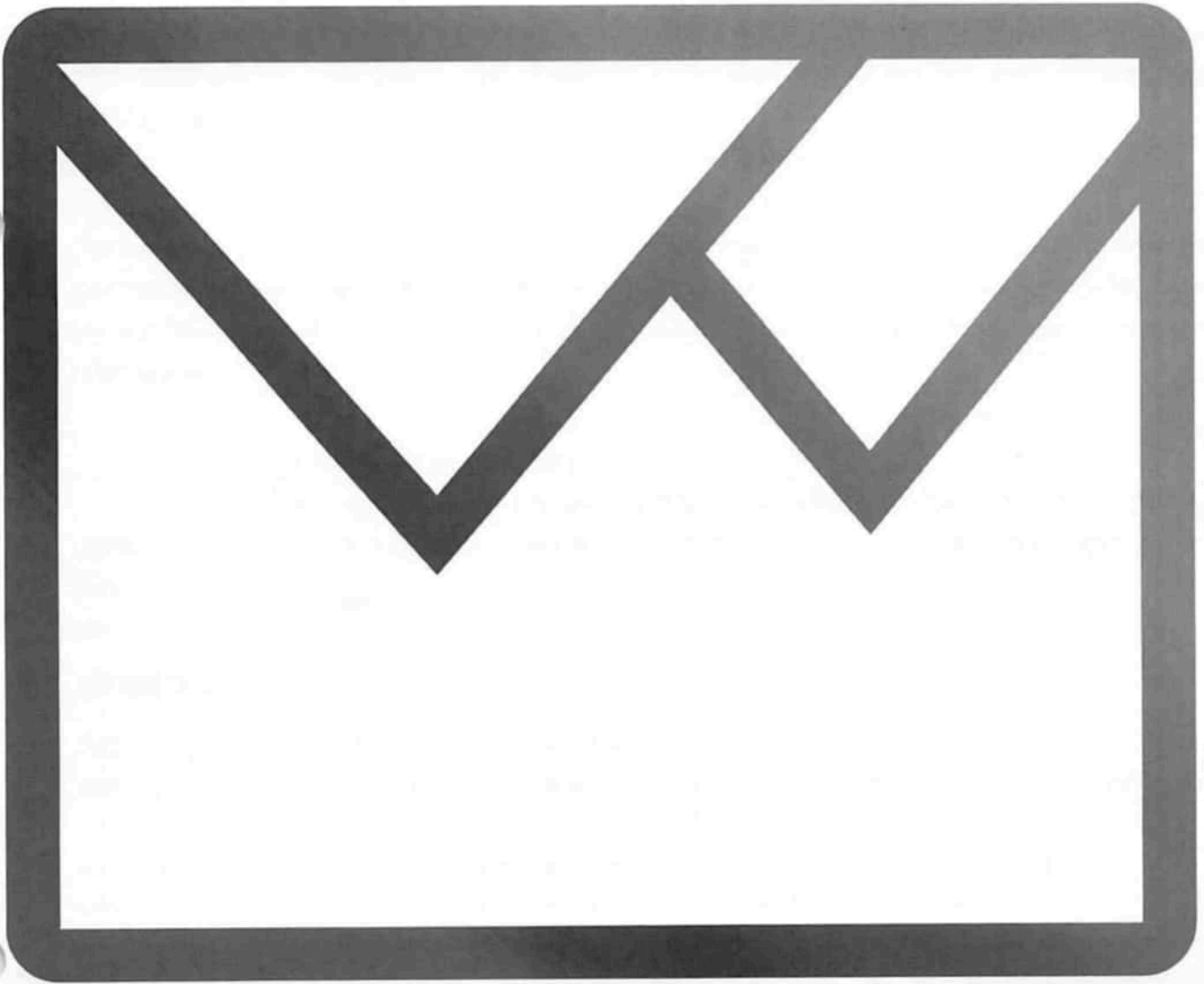
### **Change of Plans?**

Please contact us before your check-in time and our team will be happy to assist you with your refund.

Copyright ©2023 Cheapestairportparking,a **way** Company. All rights reserved.

[support@cheapestairportparking.com](mailto:support@cheapestairportparking.com)

644B  
qrcode.jpg



# RECEIPT

License Plate Number



Expiration Date/Time

**11:59 PM**  
**FEB 09, 2023**

Purchase Date/Time: 08:19am Feb 09, 2023

Total Due: \$9.00

Rate: Day Rate

Total Paid: \$9.00

Pmt Type: CC (Swipe)

Ticket #: 00007734

S/N #: 520116301717

Setting: Penn Lot

Mach Name: Penn Lot

#AAA

Visa

Auth #: 000000

\$9.00 →

Penn Lot →

PARKING RECEIPT | PARKING RECEIPT | PARKING RECEIPT | PARKING RECEIPT

## Besanceney, Kristen - SSC

---

**From:** Wendy Ramirez <wramirez@Henleypark.com>  
**Sent:** Thursday, February 9, 2023 6:45 AM  
**To:** Besanceney, Kristen - SSC; Henley Park Hotel Reservations  
**Subject:** Re: RE:  
**Attachments:** FL Folio.pdf

**Caution:** This message was sent from outside of Poudre School District. Be sure you trust the sender before clicking links or opening attachments.

Good morning,

Attached is a copy of the receipt. Please let me know if you have any questions.

Best Regards,

Wendy Ramirez  
Reservations Manager  
The Henley Park Hotel  
926 Massachusetts Ave NW  
Washington DC, 20001  
Hotel: 202-638-5200  
Direct 202-414-0503 | Toll Free (800)222-8474  
wramirez@henleypark.com

**From:** Besanceney, Kristen - SSC <kbesance@psdschools.org>  
**Sent:** Tuesday, February 7, 2023 6:04 PM  
**To:** Henley Park Hotel Reservations <bookings@Henleypark.com>  
**Subject:** RE:

Hello!

Nathan Donovan stayed with you last week and I was hoping this was his receipt but nothing is here. Can you send as an attachment?

Thank you,  
Kristen

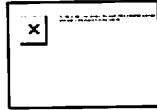


### **KRISTEN BESANCENEY**

Executive Administrative Assistant to the Superintendent  
Board of Education Assistant Secretary  
2407 LaPorte Avenue | Fort Collins, CO 80520  
Phone: 970-490-3607  
Email: [kbesance@psdschools.org](mailto:kbesance@psdschools.org)  
Web: [www.pdschools.org](http://www.pdschools.org)

**From:** Henley Park Hotel <bookings@henleypark.com>  
**Sent:** Thursday, February 2, 2023 4:46 PM  
**To:** Besanceney, Kristen - SSC <kbesance@psdschools.org>  
**Subject:**

**Caution:** This message was sent from outside of Poudre School District. Be sure you trust the sender before clicking links or opening attachments.





## **Besanceney, Kristen - SSC**

---

**From:** Donovan, Nathan - BOE  
**Sent:** Monday, December 12, 2022 3:55 PM  
**To:** BOE; Besanceney, Kristen - SSC  
**Cc:** Kingsley, Brian  
**Subject:** NSBA Advocacy Institute Jan 29-31

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi board members, Kristen and Brian:

As I mentioned in late November, I would like to attend the NSBA Advocacy Institute in Washington, DC held Jan. 29-31, 2023. I recommend that another board member attend as well. It is good for PSD to connect with our elected representatives and their education staff members in DC. And I currently serve as chair of CASB's Federal Relations Network (FRN).

The FRN is holding a zoom call to discuss the conference this Friday at 11:30am. Usually things are pretty straightforward.

The Institute is being held at the Marriott Marquis in DC, which has a conference room rate. But I have found a nice place with a much better rate right across the street at the Henley Park Hotel. That is where I would like to stay. A while ago, I also found a good fare on Southwest Airlines. It is often helpful to get a return flight for Wednesday Feb 1, because some mtgs with congressional folks are scheduled in the mid to late afternoon on Tuesday, though I have flown out Tuesday night as well.

Would it be OK for the board members going to work with Kristen B. on arrangements?

Thank you,  
Nate  
Cell 970.213.9200

## **Besancaney, Kristen - SSC**

---

**From:** Anderson, DJ - BOE  
**Sent:** Wednesday, December 21, 2022 12:00 PM  
**To:** Besancaney, Kristen - SSC  
**Subject:** Fw: Meeting Registration Confirmation

DJ Anderson  
Director, Poudre School District Board of Education  
danderson@psdschools.org  
970.214.5717

**From:** Cobalt Administrator <services-noreply@nsba.org>  
**Sent:** Thursday, December 15, 2022 12:47 PM  
**To:** Anderson, DJ - BOE <danderson@psdschools.org>  
**Cc:** Anderson, DJ - BOE <danderson@psdschools.org>  
**Subject:** [CAUTION: SUSPECT SENDER] Meeting Registration Confirmation

**Caution:** This message was sent from outside of Poudre School District. Be sure you trust the sender before clicking links or opening attachments.

Hello DJ Anderson,

This is your confirmation notice that your registration has been received and is confirmed for the following event.

**Meeting:** NSBA Advocacy Institute 2023  
**Date:** 1/29/2023  
**Location:** Marriott Marquis Washington DC

**Description:**

The Advocacy Institute brings together education leaders to explore and discuss the latest developments in key education policy and legislation, champion the interests of public K-12 students, advocate for education priorities and federal policies, and network with colleagues from across the country. Join us at NSBA's Advocacy Institute, January 29-31, 2023, in Washington, D.C., to add your voice and engage with Congress.

**Additional Details:**

We look forward to having you attend the National School Boards Association (NSBA) Advocacy Institute, January 29-31, 2023, at the Marriott Marquis located at 901 Massachusetts Ave NW, Washington, DC 20001. Please visit the [Advocacy Institute web page](#) for further information, updates, and additional details regarding presentations scheduled for the event.

**HOTEL CONFIRMATION AND GUARANTEES**

The deadline for hotel accommodations is Thursday, January 5, 2023 Please make your reservation DIRECTLY with Convention Management Resources (CMR), the official housing company, by calling 866-300-2071 or 415-268-2088. You can also make reservations online at: <https://hsg.cmrus.com/nsbaai2023/Housing/Info>

We suggest making your reservation as early as possible to ensure room and rate availability. A room guarantee is required in the form of a valid credit card number at the time of booking. The credit card can be replaced by a check deposit as long as it is received by CMR no later than Thursday, January 5, 2023. Checks received after this date will be returned. Please do not send hotel deposits to NSBA. CMR can provide an invoice upon request at <https://nsbaai.cmrushelp.com/s/>. Participants are responsible for payment of all hotel charges.

Beginning Tuesday January 17, 2023, reservation changes and cancelations should be made directly with the hotel. Hotel cancellation deadline is 72 hours prior to the confirmed arrival date.

Hotel check-in time is 3 p.m. and check-out time is 12 p.m.

### **SHARE THAT YOU'RE ATTENDING!**

Social media is an aspect of networking and collaboration. We want to help connect you with your peers before the conference and to help spread the word to get more people involved in efforts to support our school children. [Download a social media badge](#) that say's "I'm Attending!" or "I'm Speaking!" and share on your LinkedIn, Facebook, and Twitter accounts.

### **TRANSPORTATION**

From Reagan National Airport, taxi fare to the Marriott Marquis is approximately \$25. The Mt Vernon Sq. / 7th St-Convention Center Station on the Green and Yellow Lines is the closest (0.2 miles) Metro Station to the hotel.

From Dulles International & BWI, taxi fares are approximately \$75 and \$90, respectively. Subway systems do not exist at these two airports.

Valet parking is available at the hotel and is \$60.18 per day.

### **REGISTRATION**

You may pick up your conference registration materials during the following hours:

Saturday, January 28, 3 – 6 p.m.

Sunday, January 29, 7 a.m. – 5 p.m.

Monday, January 30, 7 a.m. – 5 p.m.

### **CANCELLATION POLICY**

Request for refunds of the conference registration fee (minus a \$75 service fee) can be honored only if made in writing to NSBA at [info@nsba.org](mailto:info@nsba.org) by December 21, 2022. No refunds will be honored after that time.

Please feel free to email us at [info@nsba.org](mailto:info@nsba.org) with any questions you may have regarding your Advocacy Institute registration.

Thank you and we look forward to seeing you in Washington, D.C.!

### **Activities & Sessions Registered:**



DJ Anderson

**Your ride with Billel on January 28**

1 message

Lyft Receipts <no-reply@lyftmail.com>

To: [Redacted]

Sat, Jan 28, 2023 at 4:54 PM



JANUARY 28, 2023 AT 5:32 PM

**Thanks for riding with Billel!**

100% of tips go to drivers. [Add a tip](#)

Lyft fare (4.50mi, 18m 32s)

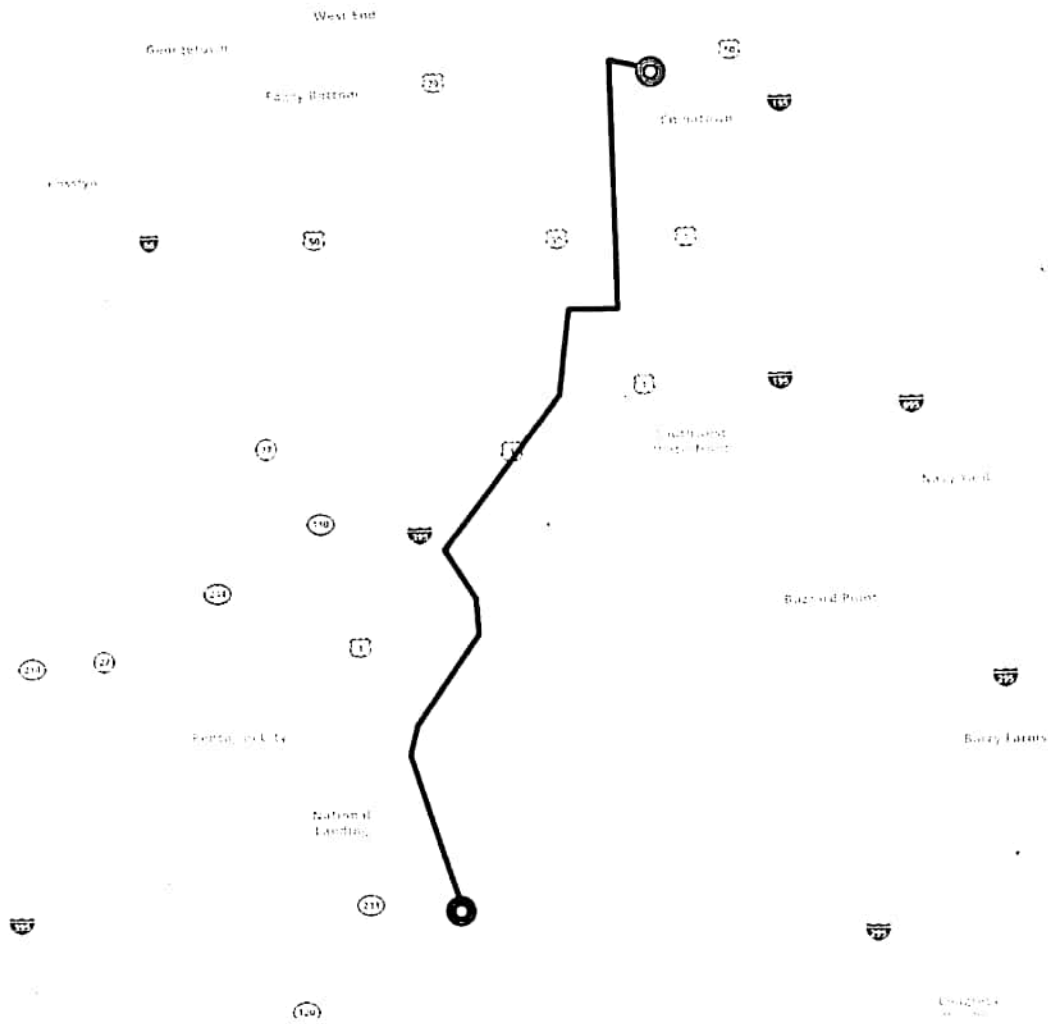
\$19.99



Lyft Cash

**\$19.99**

OpenStreetMap



● **Pickup** 5:32 PM  
2507 National Ave, Arlington, VA

⊙ **Drop-off** 5:51 PM  
901 Massachusetts Ave NW, Washington, DC

## Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

[GET BUSINESS PROFILE](#)

**Tip driver**

**Find lost item**

**Request review**

To protect against unauthorized behavior, you may see an authorization hold on your bank statement. This is to verify your payment method and will not be charged.

To share comments or complaints about a ride that violated the law in the District of Columbia, you may contact the DFHV at (202) 645-7300 or <https://dfhv.dc.gov/service/complaints>.

Help Center

Receipt #1772279238706105522

We never share your address with your driver after a ride.  
[Learn more](#) about our commitment to safety.

© [OpenStreetMap](#)

© 2023 Lyft, Inc.

548 Market St., P.O. Box 68514  
San Francisco, CA 94104  
CPUC ID No. TCP0032513 - P

Work at Lyft  
Become a Driver



DJ Anderson



# Your ride with Goytom on February 1

1 message

Lyft Receipts <no-reply@lyftmail.com>

To:

Wed, Feb 1, 2023 at 2:49 PM



FEBRUARY 1, 2023 AT 4:17 PM

## Thanks for riding with Goytom!

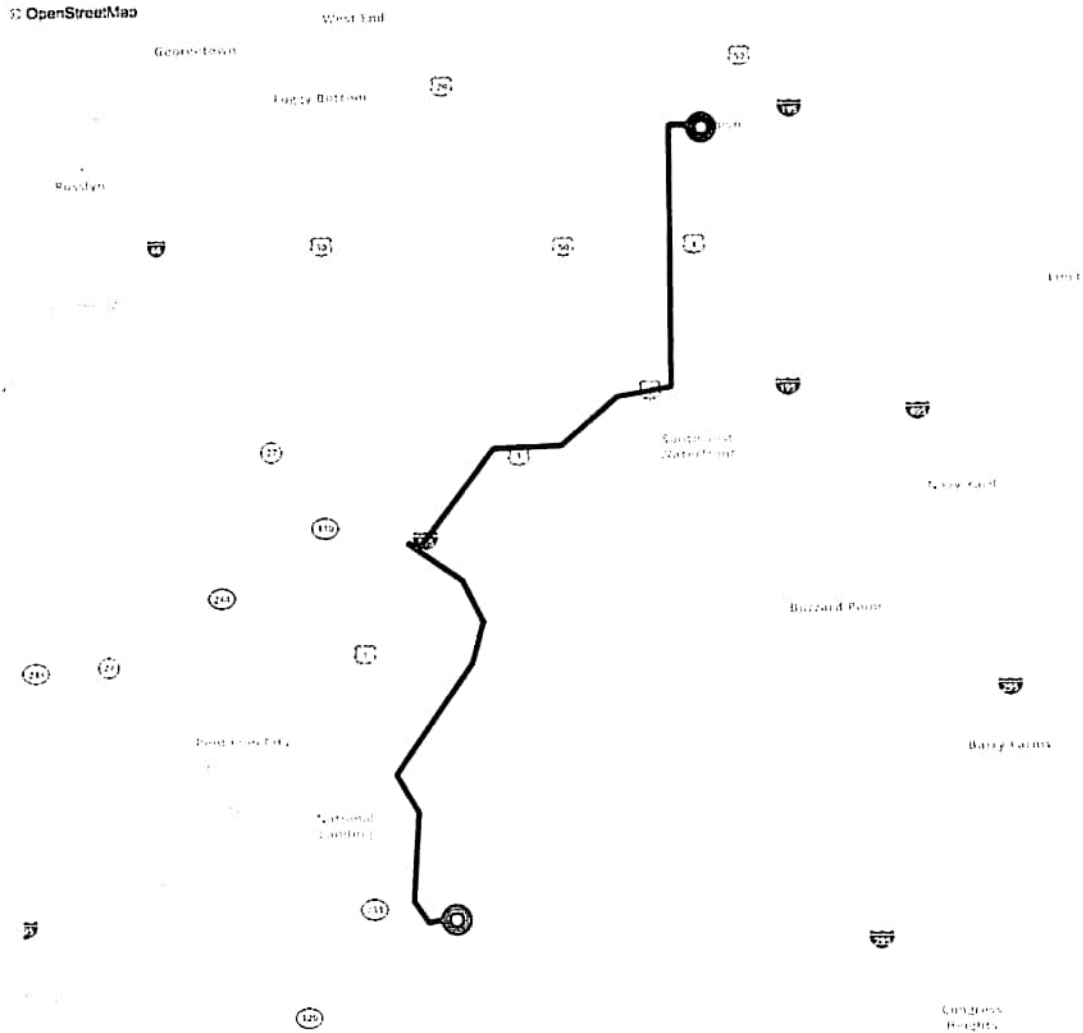
100% of tips go to drivers. [Add a tip](#)

Lyft fare (4.97mi, 23m 12s)	\$32.69
DC City Fee	\$1.96
Tip	\$6.93



Lyft Cash

# \$41.58



- **Pickup** 4:17 PM  
627 H St NW, Washington, DC
- ⊙ **Drop-off** 4:40 PM  
100 Air Cargo Rd, Arlington, VA

### Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

**GET BUSINESS PROFILE**

**Tip driver**

**Find lost item**

**Request review**

To protect against unauthorized behavior, you may see [an authorization hold](#) on your bank statement. This is to verify your payment method and will not be charged.

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Help Center

Receipt #1773743274429978764

We never share your address with your driver after a ride.  
[Learn more](#) about our commitment to safety.

© [OpenStreetMap](#)

© 2023 Lyft, Inc.

548 Market St., P.O. Box 68514  
San Francisco, CA 94104  
CPUC ID No. TCP0032513 - P

Work at Lyft  
Become a Driver



DJ Anderson

### Lyft Tip Increase Receipt

1 message

Lyft <receipts@lyftmail.com>

To:

Sat, Jan 28, 2023 at 9:51 PM



## Tip Increase Receipt

Ride with Billel ending January 28 at 5:51 PM

Increase Tip	\$4.00
<hr/>	
Charges to Lyft Cash:	\$4.00

*To share comments or complaints about a ride that violated the law in the District of*

*Columbia, you may contact the DFHV at (202) 645-7300 or*

*<https://dfhv.dc.gov/service/complaints>.*

© Lyft 2023  
548 Market St., P.O. Box  
68514  
San Francisco, CA 94104

Questions? [Visit our Help Center](#)

**Besanceney, Kristen - SSC**

**From:** Southwest Airlines <SouthwestAirlines@iluv.southwest.com>  
**Sent:** Thursday, December 29, 2022 1:33 PM  
**To:** Besanceney, Kristen - SSC  
**Subject:** Your 01/28 trip to Wash. D.C. (Reagan) is all set.

*NSBA institute Flight for DJ*

Don't forget, two bags fly free\* with us!  
[View our mobile site](#) | [View in Browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



January 28 - February 01

[Full itinerary](#)

**DEN** ✈️ **DCA**

Denver to Wash. D.C. (Reagan)

Confirmation # **2JBWXF**

PASSENGER

Donald Anderson

**Complete your trip**



Download our app on [an iPhone](#) or [an Android](#) to make changes to your trip, get a boarding pass, & more.



Earn 40K **50,000 points** with the Rapid Rewards® Credit Card.

**NEW**

With our newest fare, Wanna Get Away Plus™, you can gift your fare as a flight credit<sup>1</sup>, change your flight for the same day (without a fee)<sup>2</sup>, and more.



Get EarlyBird and be automatically checked in 36 hours before your flight for an even better boarding position.



Save up to 30% and earn up to 2,400 Rapid Rewards® points when you book with Budget®.



Wanna get \$15 off your first ride with Lyft?

**Need help?**

**Contact us**

Customer service | FAQs

**Connect with us**



Get the mobile app

\*First and second checked bags. Weight and size limits apply.

<sup>1</sup>Transferable flight credit allows you to transfer your flight credit to another person. Both must be Rapid Rewards® Members and only one transfer is permitted. The expiration date is 12 months from the date the ticket was booked. For bookings made through a Southwest® Business channel, there is a limitation to transfer only between employees within the organization.

<sup>2</sup>For same-day changes, if there's an open seat on a different flight on the same calendar day as your original flight and it's between the same cities, you can book a confirmed seat on the new flight free of airline charges. If there isn't an open seat, ask a Southwest Gate Agent to add you to the same-day standby list. If there are any government taxes and fees associated with these itinerary changes, you will be required to pay those. Your original boarding position is not guaranteed.

If you prefer not to receive these trip-related messages, you can opt out. Please note that this does not include your initial confirmation/itinerary emails or any messages related to a change to, or cancelation of, your booked itinerary as those messages are required confirmations of your transactions.

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See Southwest Airlines Co. Notice of Incorporation

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Southwest Airlines  
2702 Love Field Drive  
Dallas, TX 75235  
1-800-I-FLY-SWA (1-800-435-9792)

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**Besanceney, Kristen - SSC**

---

**From:** Donovan, Nathan - BOE  
**Sent:** Monday, December 12, 2022 3:55 PM  
**To:** BOE; Besanceney, Kristen - SSC  
**Cc:** Kingsley, Brian  
**Subject:** NSBA Advocacy Institute Jan 29-31

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi board members, Kristen and Brian:

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Would it be OK for the board members going to work with Kristen B. on arrangements?

Thank you,  
Nate  
Cell 970.213.9200



### Event order details

### NSBA Equity Symposium 2023: 1/28/2023 - 1/28/2023

Attendee	Registration
Kristen Draper	Associated State Registration Fee

### Order Details

Product	List Price	Your Price	Tax	Qty	Total
Equity Symposium 2023 Associated State Registration Fee	\$425.00	\$425.00	\$0.00	1	\$425.00
Subtotal:					\$425.00
Discount:					\$0.00
Tax:					\$0.00
Shipping:					\$0.00
Total:					\$425.00

Payment Number	Date	Method	Card/Check Number	Amount
PMT-022161-FVSG	12/19/2022	Visa	***** [REDACTED]	\$425.00
Total Payments:				\$425.00

[Download iCal/ICS](#)  
 [Print Confirmation](#)  
 [Close](#)

National School Boards Association  
 1680 Duke St. FL2, Alexandria, VA 22314-3493. Phone: (703) 838-6722  
 E-mail: [info@nsba.org](mailto:info@nsba.org) Media Contact: [media@nsba.org](mailto:media@nsba.org)


Powered By Cobalt

Report Date: 06/28/2023

**POUDRE SCHOOL DISTRICT  
OPERATING  
VENDOR PAID REPORT**

**Check No.:** 00167487  
**Check Date:** 06/28/2023  
**Check Amount:** \$376.50

**Vendor** P056628      **Addr.** R1

DRAPER, KRISTEN  


<u>PO#</u>	<u>Invoice #</u>	<u>PR #</u>	<u>PR Item #</u>	<u>Description</u>	<u>Line Amount</u>	<u>Invoice Total</u>
	0223MEALDIA			NSBA Advocacy Institute 2023	376.50	376.50
<b>Org. Key:</b> 1-610-51-0000 <b>Object:</b> 058200-00						
					<b>Total</b>	<u>376.50</u>

# Meal Per Diem Worksheet

Employee Name: Kristen Draper Emp. ID: P056628

**Only Type in Yellow Boxes**

Enter Daily Per Diem Here:

Meals:	74
+ Incidentals:	5
<b>Total Daily:</b>	<b>\$ 79.00</b>

Per Diem per Meal

Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input checked="" type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount

*Travel*

*Travel*

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = 276.5

*\$100 + DIA = \$376.50*

If the trip is longer than 7 days, attach additional sheets.

Employee Signature: *Kristen Draper*

Date: 5/24/23



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest and travel more than 40 miles from both their official workstation and residence.

The amount paid for meals (inclusive of all meals, snacks, tips, and any additional travel incidentals incurred to commute to the desired dining location) must be less than or equal to the maximum per diem expenditure rates allowable for meals prescribed by the U.S. General Services Administration. The horizontal sum of columns "local meals" and "incidentals" is used as the meal per diem amount for that location. On travel days, 50% of the daily per diem is paid.

A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request. *Payment will not be issued without this documentation.*

School/Department: Board of Education

Name of Employee: Kristen Draper

Employee ID: P056628

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 *(check box if requesting)*

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ *(not to exceed \$100) (check box & enter amount if requesting)*

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$376.50

I attest to the following:

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

Employee Signature

Date

# Thanks Kristen for choosing United!

Confirmation number: L79GXX

NSRA Institute  
Kristen Kruger

## Flight details

### Flight to Washington

DEPART	ARRIVE	FLIGHT INFO	
Thu, Jan 26, 2023 4:06 PM	Thu, Jan 26, 2023 9:07 PM	Flight	UA 272
		Duration	3h 1m
<b>DEN</b>	<b>IAD</b>	Aircraft	Boeing 777-200
Denver, CO, US	Washington, DC, US	Fare Class	United Economy (K)
		Meal	Snacks for Purchase
		Seats	<u>34A</u>

### Flight to Denver

DEPART	ARRIVE	FLIGHT INFO	
Wed, Feb 1, 2023 5:35 PM	Wed, Feb 1, 2023 7:36 PM	Flight	UA 717
		Duration	4h 1m
<b>IAD</b>	<b>DEN</b>	Aircraft	Boeing 777-200
Washington, DC, US	Denver, CO, US	Fare Class	United Economy (K)
		Meal	Snacks for Purchase
		Seats	<u>36L</u>

Denver, CO → Washington, DC  
January 26, 2023

FIRST BAG	\$35
SECOND BAG	\$45
WEIGHT PER BAG	50 lbs (23 kgs)

Washington, DC → Denver, CO  
February 01, 2023

FIRST BAG	\$35
SECOND BAG	\$45
WEIGHT PER BAG	50 lbs (23 kgs)

These are estimates of additional bag service charges that may apply to your itinerary. Service charges may vary by traveler, depending on status or memberships. First and second bag service charges do not apply to active duty-members of the U.S. military and their accompanying dependents. For additional information, visit [united.com/baggage](https://www.united.com/baggage).

### Purchase Summary

> <u>Fare</u>	\$174.88
> <u>Taxes and Fees</u>	\$42.32
<b>TOTAL</b>	<b>\$217.20</b>

Credit card payment: \$217.20 (Visa \*\* [REDACTED])

### Travelers

 **Kristen Draper**

Date of Birth:

[REDACTED]

Site Feedback

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About carry-on and checked bags



---

Important travel information



Site Feedback

**Besanceney, Kristen - SSC**

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**From:** Donovan, Nathan - BOE  
**Sent:** Monday, December 12, 2022 3:55 PM  
**To:** BOE; Besanceney, Kristen - SSC  
**Cc:** Kingsley, Brian  
**Subject:** NSBA Advocacy Institute Jan 29-31

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi board members, Kristen and Brian:

As I mentioned in late November, I would like to attend the NSBA Advocacy Institute in Washington, DC held Jan. 29-31, 2023. I recommend that another board member attend as well. It is good for PSD to connect with our elected representatives and their education staff members in DC. And I currently serve as chair of CASB's Federal Relations Network (FRN).

The FRN is holding a zoom call to discuss the conference this Friday at 11:30am. Usually things are pretty straightforward.

The Institute is being held at the Marriott Marquis in DC, which has a conference room rate. But I have found a nice place with a much better rate right across the street at the Henley Park Hotel. That is where I would like to stay. A while ago, I also found a good fare on Southwest Airlines. It is often helpful to get a return flight for Wednesday Feb 1, because some mtgs with congressional folks are scheduled in the mid to late afternoon on Tuesday, though I have flown out Tuesday night as well.

Would it be OK for the board members going to work with Kristen B. on arrangements?

Thank you,  
Nate  
Cell 970.213.9200



nsba  
*Advocacy*  
**INSTITUTE**

January 29-31, 2023 | Washington, D.C.

The Advocacy Institute brings together education leaders to explore and discuss the latest developments in key education policy and legislation, champion the interests of public K-12 students, advocate for education priorities and federal policies, and network with colleagues from across the country. Topics include district funding, parental rights and engagement, choice legislation, and teacher shortages. Join us at NSBA's Advocacy Institute, January 29-31, 2023, in Washington, D.C., to add your voice and engage with Congress.

## Speaker



**ROBERTO J. RODRÍGUEZ**

Assistant Secretary for Planning, Evaluation, and Policy Development  
U.S. Department of Education

## All Districts Are Welcome to Attend Advocacy Institute!

Registration is closed.

### Registration Fees

Registration	Registration Deadline	Participating NATCON & CUBE Districts in Member State Associations	Participating NATCON & CUBE Districts in Non-Member State Associations	Non-Participating NATCON & CUBE Districts in Member State Associations	General
Early	Before November 18	\$500	\$600	\$650	\$720
Standard	After November 18	\$600	\$720	\$770	\$865

*\*Participating Member State Association Executive Directors receive a complimentary registration. For more information, contact [info@nsba.org](mailto:info@nsba.org).*

### Schedule (as of 1/25/23)

Jan 26

3 – 6 p.m.

Registration

5:30 – 6:30 p.m.

NSBA's Equity Symposium & Advocacy Institute Joint Reception

Jan 29

7 a.m. – 5 p.m.

Registration

8:30 – 9:15 a.m.

Preconference Session – First-Time Attendees

- 11 – 11:45 a.m.    General Session  
Influencing Your State Digital Equity Act Plan  
Kristina Ishmael, Deputy Director, U.S. Ed, OET – Office of EdTech  
Keith Krueger, CEO, CoSN  
Tara Courchaine, Chief Research and Development Officer, CAST  
Reg Leichty, Founder and Partner, Foresight Law and Policy (Moderator)
- Noon – 1 p.m.    Networking Luncheon
- 1:15 – 2 p.m.    Breakout Sessions:
- Engaging Your Community for Student Success
  - From Learning Recovery to Education Transformation
  - Educator Engagement and Retention: The Critical Role of the Board of Education
- 2:15 – 3 p.m.    Breakout Sessions:
- Parental Rights Legislation in the States
  - Supporting Student Mental Health
  - Educator Engagement and Retention: The Critical Role of the Board of Education
- 3 – 3:15 p.m.    Networking Break
- 3:15 – 4 p.m.    General Session  
The Honorable Robert C. “Bobby” Scott  
Ranking Member, U.S. House Committee on Education and the Workforce  
Representative, Virginia’s 3rd Congressional District
- 4 – 5 p.m.    General Session  
Educators Rising  
Albert Chen, Acting Chief Executive Officer, PDK International

---

7 a.m. – 5 p.m.

NSBA Day on Capitol Hill

Jan 31

Programming

- 10 – 11:30 a.m. Introduction and Legislative Overview
- 1 – 2 p.m. Keynote Presentation  
An Unlikely Journey from the Streets to the Stars  
Dr. Hakeem Oluseyi, Astrophysicist, Former Space Science Education Lead for NASA, and STEM Education Advocate
- 2 – 2:45 p.m. NSBA Federal Advocacy Update  
Francisco M. Negrón, Jr., Chief Legal Officer, NSBA
- 2:45 – 3 p.m. Networking Break
- 3:15 – 4 p.m. General Session  
The Power of Global Education  
Dr. Allan E. Goodman, Chief Executive Officer, Institute of International Education
- 4 – 5 p.m. The Big IDEA: Federal Special Education Laws in 2023 and Beyond  
Sonja Trainor, Managing Director, Legal Advocacy, National School Boards Association  
Audrey Levorse, Senior Director of Government Relations & External Affairs, National Association of State Directors of Special Education

Jan 30

**Breakfast and Lunch are open times for you to network with peers and enjoy Washington, D.C.!**

- 7 a.m. – 5 p.m. Registration
- 7:30 – 8:30 a.m. Networking Breakfast
- 8:30 – 9:15 a.m. General Session
- 9:15 – 10 a.m. Keynote Presentation  
Roberto J. Rodríguez  
Assistant Secretary for Planning, Evaluation, and Policy Development, U.S. Department of Education
- 10 – 10:45 a.m. General Session  
Dr. Marguerite Roza, Research Professor and Director of the Edunomics Lab, Georgetown University
- 10:45 – 11 a.m. Networking Break



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest and travel more than 40 miles from both their official workstation and residence.

The amount paid for meals (inclusive of all meals, snacks, tips, and any additional travel incidentals incurred to commute to the desired dining location) must be less than or equal to the maximum per diem expenditure rates allowable for meals prescribed by the U.S. General Services Administration. The horizontal sum of columns "local meals" and "incidentals" is used as the meal per diem amount for that location. On travel days, 50% of the daily per diem is paid.

A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request. *Payment will not be issued without this documentation.*

School/Department: Board of Education

Name of Employee: Kristen Draper

Employee ID: P056628

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 *(check box if requesting)*

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) *(check box & enter amount if requesting)*

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$376.50

I attest to the following:

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

Employee Signature

Date

Report Date: 06/28/2023

**POUDRE SCHOOL DISTRICT  
OPERATING  
VENDOR PAID REPORT**

**Check No.:** 00167486  
**Check Date:** 06/28/2023  
**Check Amount:** \$376.50

**Vendor** P048581      **Addr.** R1

DONOVAN, NATE  


<u>PO#</u>	<u>Invoice #</u>	<u>PR #</u>	<u>PR Item #</u>	<u>Description</u>	<u>Line Amount</u>	<u>Invoice Total</u>
	0223MEALDIA			NSBA Advocacy Institute 2023	376.50	376.50
<b>Org. Key:</b> 1-610-51-0000 <b>Object:</b> 058200-00					<b>Total</b>	<u>376.50</u>



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

Due to IRS rules, District funds can only be provided for meals when the traveler is "away from home." To meet this requirement, the IRS rules indicate the traveler must spend the night or stop for substantial sleep or rest and travel more than 40 miles from both their official workstation and residence.

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A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request. Payment will not be issued without this documentation.

School/Department: Board of Education

Name of Employee: Nate Donovan

Employee ID: P048581

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 (check box if requesting)

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) (check box & enter amount if requesting)

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$376.50

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- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

Nathan F. Donovan  
Employee Signature

06/13/2023  
Date

# Meal Per Diem Worksheet

Employee Name: Nate Donovan Emp. ID: P048581

**Only Type in Yellow Boxes**

**Enter Daily Per Diem Here:**

Meals:	74
+ Incidentals:	5
Total Daily: \$ <span style="margin-left: 100px;">79.00</span>	

**Per Diem per Meal**

Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount	✓ Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input checked="" type="checkbox"/> Yes		Conference Provided? <input checked="" type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = 276.5

If the trip is longer than 7 days, attach additional sheets.

*Nathan F. Donovan*  
Employee Signature:

*06/13/2023*  
Date:



## HOTEL INFORMATION

**Name** The Henley Park Hotel  
**Address** 926 Massachusetts Ave NW, Washington DC, United States, 20001

## BOOKER DETAILS

**Booker Name** Mr. Nate Donovan  
**Booker Email** kbesance@psdschools.org  
**Booker Phone** 9702139200  
**Booker's Address** 2407 Laporte Ave, Fort Collins ,CO, United States, 80521

## RESERVATION DETAILS

**Check-in** 01-28-2023 **Check-out** 02-01-2023  
**Status** Confirmed

## RATES AND FEES

**BOOK EARLY AND SAVE - Superior Queen - 250 sq ft.** (Adult 1 , Child 0 )

**Reservation Number:** 914569

**Guest Details** Mr. Nate Donovan  
 Saturday, January 28 2023, 1 Room - USD 157.52  
 Sunday, January 29 2023, 1 Room - USD 157.52  
 Monday, January 30 2023, 1 Room - USD 192.72  
 Tuesday, January 31 2023, 1 Room - USD 192.72

### Exclusive Taxes:-

Occupancy TAX 14.95 % USD 104.72

**Payment Policy:** 100% of entire stay will be charged 7 day(s) prior to arrival.

**Amendment / Cancellation Policy:** If amended / cancelled before 15:00 on Jan 21 2023 no fees will be charged. If amended / cancelled after this time, or in case of no show, 100% of entire stay will be charged.

---

**Gross Total** USD 805.20



nsba  
*Advocacy*  
**INSTITUTE**

January 29-31, 2023 | Washington, D.C.

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### Speaker



**ROBERTO J. RODRÍGUEZ**

Assistant Secretary for Planning, Evaluation, and Policy Development  
U.S. Department of Education

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Registration is closed.

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Standard	After November 18	\$600	\$720	\$770	\$865

*\*Participating Member State Association Executive Directors receive a complimentary registration. For more information, contact [info@nsba.org](mailto:info@nsba.org).*

## Schedule (as of 1/25/23)

Jan 28

3 – 6 p.m.

Registration

5:30 – 6:30 p.m.

NSBA's Equity Symposium & Advocacy Institute Joint Reception

Jan 29

7 a.m. – 5 p.m.

Registration

8:30 – 9:15 a.m.

Preconference Session – First-Time Attendees

- 10 – 11:30 a.m. Introduction and Legislative Overview
- 1 – 2 p.m. Keynote Presentation  
An Unlikely Journey from the Streets to the Stars  
Dr. Hakeem Oluseyi, Astrophysicist, Former Space Science Education Lead for NASA, and STEM Education Advocate
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Francisco M. Negrón, Jr., Chief Legal Officer, NSBA
- 2:45 – 3 p.m. Networking Break
- 3:15 – 4 p.m. General Session  
The Power of Global Education  
Dr. Allan E. Goodman, Chief Executive Officer, Institute of International Education
- 4 – 5 p.m. The Big IDEA: Federal Special Education Laws in 2023 and Beyond  
Sonja Trainor, Managing Director, Legal Advocacy, National School Boards Association  
Audrey Levorse, Senior Director of Government Relations & External Affairs, National Association of State Directors of Special Education
- 

Jan 30

**Breakfast and Lunch are open times for you to network with peers and enjoy Washington, D.C.!**

- 7 a.m. – 5 p.m. Registration
- 7:30 – 8:30 a.m. Networking Breakfast
- 8:30 – 9:15 a.m. General Session
- 9:15 – 10 a.m. Keynote Presentation  
Roberto J. Rodríguez  
Assistant Secretary for Planning, Evaluation, and Policy Development, U.S. Department of Education
- 10 – 10:45 a.m. General Session  
Dr. Marguerite Roza, Research Professor and Director of the Edunomics Lab, Georgetown University
- 10:45 – 11 a.m. Networking Break

11 – 11:45 a.m.    **General Session**  
Influencing Your State Digital Equity Act Plan  
Kristina Ishmael, Deputy Director, U.S. Ed, OET – Office of EdTech  
Keith Krueger, CEO, CoSN  
Tara Courchaine, Chief Research and Development Officer, CAST  
Reg Leichty, Founder and Partner, Foresight Law and Policy (Moderator)

Noon – 1 p.m.    **Networking Luncheon**

1:15 – 2 p.m.    **Breakout Sessions:**

- Engaging Your Community for Student Success
- From Learning Recovery to Education Transformation
- Educator Engagement and Retention: The Critical Role of the Board of Education

2:15 – 3 p.m.    **Breakout Sessions:**

- Parental Rights Legislation in the States
- Supporting Student Mental Health
- Educator Engagement and Retention: The Critical Role of the Board of Education

3 – 3:15 p.m.    **Networking Break**

3:15 – 4 p.m.    **General Session**  
The Honorable Robert C. "Bobby" Scott  
Ranking Member, U.S. House Committee on Education and the Workforce  
Representative, Virginia's 3rd Congressional District

4 – 5 p.m.    **General Session**  
Educators Rising  
Albert Chen, Acting Chief Executive Officer, PDK International

---

7 a.m. – 5 p.m.

NSBA Day on Capitol Hill

Jan 31

**Programming**

Report Date: 06/28/2023

**POUDRE SCHOOL DISTRICT  
OPERATING  
VENDOR PAID REPORT**

**Check No.:** 00167466  
**Check Date:** 06/28/2023  
**Check Amount:** \$396.25

**Vendor** P050611      **Addr.** R1

ANDERSON, DJ  


<u>PO#</u>	<u>Invoice #</u>	<u>PR #</u>	<u>PR Item #</u>	<u>Description</u>	<u>Line Amount</u>	<u>Invoice Total</u>
	0223MEALDIA			NSBA Advocacy Institute 2023	396.25	396.25
<b>Org. Key:</b> 1-610-51-0000 <b>Object:</b> 058200-00					<b>Total</b>	<u>396.25</u>



# Poudre School District

## MEAL / DIA TRANSPORTATION PER DIEM REQUEST

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A copy of the conference agenda, itinerary, or similar documentation that explicitly shows which, if any, meals are provided by the hotel and/or the conference/activity must be attached to support the meal per diem request. Payment will not be issued without this documentation.

School/Department: Board of Education

Name of Employee: DJ Anderson

Employee ID: P050611

Conference or Activity: National School Board Association

Departure Date: 01/28/2023

Return Date: 02/01/2023

Meal per diem amount: 79

Personal vehicle transportation to DIA \$100 (check box if requesting)

Other commercial vehicle transport to and from DIA amount: \_\_\_\_\_ (not to exceed \$100) (check box & enter amount if requesting)

Attach the Meal Per-Diem Spreadsheet to support the amount.

Attach documentation showing which, if any, meals are provided.

Total amount requested: \$396.25

I attest to the following:

- The travel was for District business.
- The travel was approved by my supervisor.
- The travel meets the IRS definition of "away from home."
- If requesting DIA per diem: I drove or was dropped off via personal vehicle and was NOT a passenger in a carpool to DIA, or if using commercial transportation, I am only requesting the actual amount of the transportation, up to \$100 (DIA parking or transportation receipts may be requested by the Finance Department).
- The amount requested for meals is within the allowable rate established by the U.S. General Services Administration.
- I have provided documentation to show which meals, if any, were provided to me.
- I am not requesting a per diem for any meals that are provided to me through the event or lodging service.

DJ Anderson  
Employee Signature

01/13/22  
Date

# Meal Per Diem Worksheet

Employee Name: DJ Anderson Emp. ID: P050611

**Only Type in Yellow Boxes**

**Enter Daily Per Diem Here:**

Meals:	74
+ Incidentals:	5
<b>Total Daily:</b>	<b>\$ 79.00</b>

**Per Diem per Meal**

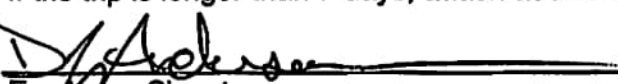
Travel Day (50%):	\$ 39.50
Breakfast (25%):	\$ 19.75
Lunch (25%):	\$ 19.75
Dinner (50%):	\$ 39.50

TRIP DAYS	Travel Day? ✓ Box if Yes	OR	BREAKFAST		LUNCH		DINNER	
			✓Box if Meal Provided	Amount	✓Box if Meal Provided	Amount	✓Box if Meal Provided	Amount
Day 1 Date: 1/28/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 2 Date: 1/29/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 3 Date: 1/30/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input checked="" type="checkbox"/> Yes		Conference Provided? <input type="checkbox"/> Yes	39.50
Day 4 Date: 1/31/23	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	19.75	Conference Provided? <input type="checkbox"/> Yes	39.50
Day 5 Date: 2/1/23	<input checked="" type="checkbox"/> Yes Amount: 39.50		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 6 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount
Day 7 Date:	<input type="checkbox"/> Yes Amount:		Hotel/Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount	Conference Provided? <input type="checkbox"/> Yes	Amount

**Total Meals Per Diem Due to Employee:**

Breakfast + Lunch + Dinner + Travel = 296.25

If the trip is longer than 7 days, attach additional sheets.

Employee Signature: 

Date: 6/13/22



MARRIOTT

MARRIOTT MARQUIS WASHINGTON DC

GUEST FOLIO

9099	ANDERSON/DJ	294.00	01/31/23	08:20	12213	56756
ROOM	NAME	RATE	DEPART	TIME	ACCT#	GROUP
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01/28	OTHR GRP 9099, 1	294.00		
01/28	ROOM TAX 9099, 1	43.95		
01/29	OTHR GRP 9099, 1	294.00		
01/29	ROOM TAX 9099, 1	43.95		
01/30	OTHR GRP 9099, 1	294.00		
01/30	ROOM TAX 9099, 1	43.95		
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nsba  
*Advocacy*  
**INSTITUTE**

January 29-31, 2023 | Washington, D.C.

The Advocacy Institute brings together education leaders to explore and discuss the latest developments in key education policy and legislation, champion the interests of public K-12 students, advocate for education priorities and federal policies, and network with colleagues from across the country. Topics include district funding, parental rights and engagement, choice legislation, and teacher shortages. Join us at NSBA's Advocacy Institute, January 29-31, 2023, in Washington, D.C., to add your voice and engage with Congress.

### Speaker



**ROBERTO J. RODRÍGUEZ**

Assistant Secretary for Planning, Evaluation, and Policy Development  
U.S. Department of Education

## All Districts Are Welcome to Attend Advocacy Institute!

Registration is closed.

### Registration Fees

Registration	Registration Deadline	Participating NATCON & CUBE Districts in Member State Associations	Participating NATCON & CUBE Districts in Non-Member State Associations	Non-Participating NATCON & CUBE Districts in Member State Associations	General
Early	Before November 18	\$500	\$600	\$650	\$720
Standard	After November 18	\$600	\$720	\$770	\$865

*\*Participating Member State Association Executive Directors receive a complimentary registration. For more information, contact [info@nsba.org](mailto:info@nsba.org).*

### Schedule (as of 1/25/23)

Jan 28

3 – 6 p.m.

Registration

5:30 – 6:30 p.m.

NSBA's Equity Symposium & Advocacy Institute Joint Reception

Jan 29

7 a.m. – 5 p.m.

Registration

8:30 – 9:15 a.m.

Preconference Session – First-Time Attendees

- 11 – 11:45 a.m.    **General Session**  
Influencing Your State Digital Equity Act Plan  
Kristina Ishmael, Deputy Director, U.S. Ed, OET – Office of EdTech  
Keith Krueger, CEO, CoSN  
Tara Courchaine, Chief Research and Development Officer, CAST  
Reg Leichty, Founder and Partner, Foresight Law and Policy (Moderator)
- Noon – 1 p.m.    **Networking Luncheon**
- 1:15 – 2 p.m.    **Breakout Sessions:**
- Engaging Your Community for Student Success
  - From Learning Recovery to Education Transformation
  - Educator Engagement and Retention: The Critical Role of the Board of Education
- 2:15 – 3 p.m.    **Breakout Sessions:**
- Parental Rights Legislation in the States
  - Supporting Student Mental Health
  - Educator Engagement and Retention: The Critical Role of the Board of Education
- 3 – 3:15 p.m.    **Networking Break**
- 3:15 – 4 p.m.    **General Session**  
The Honorable Robert C. "Bobby" Scott  
Ranking Member, U.S. House Committee on Education and the Workforce  
Representative, Virginia's 3rd Congressional District
- 4 – 5 p.m.    **General Session**  
Educators Rising  
Albert Chen, Acting Chief Executive Officer, PDK International

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7 a.m. – 5 p.m.

NSBA Day on Capitol Hill

Jan 31

**Programming**

- 10 – 11:30 a.m. Introduction and Legislative Overview
- 1 – 2 p.m. Keynote Presentation  
An Unlikely Journey from the Streets to the Stars  
Dr. Hakeem Oluseyi, Astrophysicist, Former Space Science Education Lead for NASA, and STEM Education Advocate
- 2 – 2:45 p.m. NSBA Federal Advocacy Update  
Francisco M. Negrón, Jr., Chief Legal Officer, NSBA
- 2:45 – 3 p.m. Networking Break
- 3:15 – 4 p.m. General Session  
The Power of Global Education  
Dr. Allan E. Goodman, Chief Executive Officer, Institute of International Education
- 4 – 5 p.m. The Big IDEA: Federal Special Education Laws in 2023 and Beyond  
Sonja Trainor, Managing Director, Legal Advocacy, National School Boards Association  
Audrey Levorse, Senior Director of Government Relations & External Affairs, National Association of State Directors of Special Education
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Jan 30

**Breakfast and Lunch are open times for you to network with peers and enjoy Washington, D.C.!**

- 7 a.m. – 5 p.m. Registration
- 7:30 – 8:30 a.m. Networking Breakfast
- 8:30 – 9:15 a.m. General Session
- 9:15 – 10 a.m. Keynote Presentation  
Roberto J. Rodríguez  
Assistant Secretary for Planning, Evaluation, and Policy Development, U.S. Department of Education
- 10 – 10:45 a.m. General Session  
Dr. Marguerite Roza, Research Professor and Director of the Ednomics Lab, Georgetown University
- 10:45 – 11 a.m. Networking Break