

**Travel Request Form**

Name Greg Duty ☐ Board Member ☒ Employee ☐ Other, as specified \_\_\_\_\_  
 School/Work Site Southgate Conference/Workshop KASA- Planning for First 100 Days  
 Date(s) 6-16-16 Departure Time 7:00 AM Return Time 6:00 PM  
 Rationale for Attendance: This particular KASA workshop will use a research-based approach to the steps a leader should take during the first 100 days after being appointed. Participants will be actively involved in the development of their first 100-day plan.  
 Expenses paid by: ☐ Individual ☒ Board ☐ Special Education ☐ KEA ☐ Co-Op  
☐ School Council ☐ Other, as specified \_\_\_\_\_  
 Substitute Needed? ☒ No ☐ Yes Number of Days \_\_\_\_\_  
 Registration Reimbursement Requested ☐ No ☒ Yes Amount: \$149  
 Estimated Mileage Total Miles: 190 x .39 Total Cost \$ 74.10  
 Mileage will be reimbursed at the rate approved by the Board.  
 Lodging Reimbursement Requested ☒ No ☐ Yes  
 Amount per night \_\_\_\_\_ ☐ Regular Rate ☐ Business Rate ☐ Conference Rate  
**The District will not reimburse for lodging expenses for guests/traveling companions.**  
 Meals Reimbursement Requested: ☒ No ☐ Yes Total Daily Meal Expense Limit \$ —  
 Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

**Receipts required for all expenditures.**

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

Greg Duty

Signature of Applicant

6-9-16

Date

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised:7/11/13

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**Date:**

June 16, 2016

9:00 a.m. to 4:00 p.m.

**Location:**

KASA Training Center

Frankfort

[Directions](#)

**Credit:**

6 hours EILA credit

**Cost:**

KASA members \$149

Nonmembers \$249

### **Cancellation & Substitution**

**Policy**

**Written cancellations submitted via email, fax or USPS mail will be accepted up to 14 business days prior to the event and a refund or invoice credit issued minus a \$29 processing fee. After that time, you may send a substitute to attend in your place as refunds are not available for cancellations or no shows within this time period. Session materials will be shared with those who must cancel and who do not receive a refund.**

## Planning and Preparing for Your First 100 Days

### Session Description:

This workshop uses a research-based approach to the steps a leader should take during the first 100 days after being appointed. It is designed to help new leaders gain the tools, knowledge and skills needed to get off to a great start as a superintendent while laying the foundation for future success. Participants will be actively involved in the development of their first 100-day plan during the workshop.

### Intended Audience:

Newly appointed superintendents and those seeking to become a superintendent

### Agenda:

- Preparing for your first day as superintendent
- Aligning expectations to enhance early success
- Shaping your administrative team to function effectively
- Developing your strategic agenda
- Assessing and transforming organizational culture
- Leading your board
- Effective communication
- Avoiding common snags

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