



Preliminary _____
Final _____

TRAVEL PAYMENT REQUEST FORM

Please check one:

☐ Out of County Travel

☒ Out of State Travel

Board Chair Signature _____

Date _____

☐ Is travel required per agreement/contract? Please attach copy of excerpt page from agreement/contract.

Employee Requesting Travel	Dates	Nature of Meeting and City location
Enrique Arreola	3/23-26/19	National Association of Workforce Boards (NAWB) Conference Forum 2019

Program / Budget Unit: CSWD

ESTIMATED COSTS:

Registration:	\$1,050.00	
Membership:	\$0.00	membership only
Mileage:	\$0.00	enter miles traveled auto calculate
*Lodging:	\$951.00	*Government Rate + Taxes
Parking:	\$0.00	
*Airfare:	\$596.00	
Meals:	\$210.00	Brkfst & Lunch Provided
Other:	\$0.00	taxi, toll, uber
TOTAL:	\$2,807.00	← Auto Add

Please Attach (if applicable)

- ☒ Completed Registration Form/Call to Meeting/Call to Training
- * Remember to submit agenda/roll call after attendance
- ☐ Co. vehicle approval form or map w/mileage for personal vehicle use *upon return
- ☒ Hotel confirmation w/ total & conf number *return detailed hotel receipt
- Attach receipts (pd upon return if not pd with hotel or calcard) * return receipts
- ☒ Flight detail and payment confirmation
- ☒ Complete boxes below ***
- ☒ Attach receipts (pd upon return with receipts)

***enter meal amount in box you are requesting per diem

DATE	BREAKFAST	LUNCH	DINNER	
3/23/2019	\$0.00	\$19.00	\$34.00	\$53.00
3/24/2019	\$18.00	\$0.00	\$34.00	\$52.00
3/25/2019	\$18.00	\$0.00	\$34.00	\$52.00
3/26/2019	\$0.00	\$19.00	\$34.00	\$53.00
				\$0.00
Total \$ meals requested (auto add »)				\$210.00

Fiscal Approval

Employee Signature _____ Date 2/1/19

Supervisor Signature	Date
Upon completion of travel For Auditing purposes only	
Transportation 619 200	\$596.00
Lodging 619 196	\$951.00
Meals 619 198	\$210.00
Membership 619 166	\$0.00
Registration 619 194	\$1,050.00
TOTAL	\$2,807.00

Expenses: requesting payment by check (or Calcard) prior to leaving

date	To:
date	To:
date	To:
date	To:
date	To:
date	To:
date	To:
date	To:

to balance total expenses paid out \$0.00

ACCOUNTS PAYABLE SECTION ONLY

Preliminary Request

Final Request

Date entered

Date entered

Batch #

Batch #

Copy given to Calcard processor



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Employee Requesting Travel	Dates	Nature of Meeting and City location
Sylvia Jacquez	3/23-26/19	National Association of Workforce Boards (NAWB) Conference Forum 2019

Program / Budget Unit: CSWD

ESTIMATED COSTS:

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Membership:	\$0.00	membership only
Mileage:	\$0.00	enter miles traveled auto calculate
*Lodging:	\$951.00	*Government Rate + Taxes
Parking:	\$0.00	
*Airfare:	\$596.00	
Meals:	\$210.00	Brkfst & Lunch Provided
Other:	\$0.00	taxi, toll, uber
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THE FORUM

MARCH 23 -

26

Join us at FORUM 2019, powered by NAWB, to engage with national and local leaders in business, government, labor and education on high-level discussions, insights and forward thinking that address the toughest workforce-related challenges and in developing the future of work!


[register now](#)

[schedule at a glance](#)

The
Washington
Hilton

1919 Connecticut Avenue
Washington, D.C. 20009

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reservation or you can
t 202-483-3000, or book
online.

check availability

Pre-Conference Sessions

Select from one of five Saturday sessions

Department of Labor Special Intensive Technical Assistant Sessions

JUST ANNOUNCED: Officials from the DOL and other agencies will present special Intensive Technical Assistance Sessions Tuesday morning, Mar 26th.

This is your chance to gain exclusive insights directly from Assistant Secretaries at DOL, HHS, and Dept. of Ed, during the morning General Session. These high-ranking officials will share the upcoming plans and priorities of the agencies who impact the workforce system. Following the morning briefing, you'll have the opportunity to choose from six different Intensive Technical Assistance Sessions led by the Department of Labor. Each session will address pertinent issues and provide practical strategies for addressing some of the toughest workforce-related challenges. The sessions include:



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The Leadership Academy

NEW FOR 2019!

The Leadership Academy is a professional development opportunity new to The Forum. We've divided the session into tracks that provide targeted professional development for either new or experienced Directors and new or experienced Board members. We too rarely get a chance to learn together, so facilitators will lead Academy participants in discussions to explore and digest information, best practices and strategies they heard during The Forum. The ability to form long-lasting networks & helping increase the impact of our collective work is a benefit of participating in the Leadership Academy.

We Love Questions.

Feel free to ask your question via the contact form.

NAME

EMAIL

QUESTION

SEND MESSAGE



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About The Forum

The Forum is the premier event where workforce development professionals and leaders in business, government, labor, and education gather to gain insights into the current state of our nation's workforce system and consider the goals and policy framework affecting the future of human capital development.

Powered by The National Association of Workforce Boards, The Forum brings 1,500 to Washington, DC for this national conversation around our shared responsibility to address the needs of regional economies by strengthening the ability of American businesses and career seekers to compete in a global economy. The Forum is for:

- Workforce Development Professionals, Leaders, and Board Members
- Business Leaders
- Industry and Trade Association Representatives
- Labor Representatives
- Economic Developers
- Community College and Education System Leaders
- Local Government Officials
- National Organizational Partners

The Forum is packed with opportunities to engage with other professionals who care about jobs, business, and a healthy economy. In March 2018, The Forum featured 300 speakers, 60 workshops, 28 roundtables, and 17 Innovation Tool Shops. Special Guest Governor John Hickenlooper shared Colorado's workforce story and how the collaborative approach Colorado is adopting with local government, local workforce boards, and business is successfully advancing economic and workforce development. Jennifer Brown, best-selling author and diversity expert, shared how workforce development leaders can think more inclusively about the people and businesses they serve. Allen Blue, Co-founder of LinkedIn, shared his insights into the changing workforce world and what these changes mean for workforce organizations. Leaders from Burning Glass, McKinsey & Company, Festo Didactic, and Google.org had a discussion on how employers are meeting the needs of a changing labor market. Industry leaders from healthcare, IT, manufacturing, construction, and hospitality and retail offered insights on the type of workers they are serving today and tomorrow.

In 2019, we are introducing a new Leadership Academy at The Forum. Facilitators will lead Academy participants in discussions to explore and digest information, best practices and strategies they heard during The Forum.



Schedule At A Glance

subject to change

Saturday, March 23th

- 7:00 am - 5:00 pm | Forum Registration
- 10:00 am - 2:30 pm | Pre-Conference Sessions
- 3:00 pm - 4:00 pm | Leadership Academy-Group meeting
- 4:45 pm - 5:30 pm | Policy Chat with Ron Painter and Members Annual Meeting
- 7:00 pm - 8:00 pm | Welcome Reception with Exhibitors for All Attendees (Exhibit Hall)

Sunday, March 24th

- 7:00 am - 5:00 pm | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:30 am - 7:00 pm | Exhibit Hall Open
- 7:30 am - 8:45 am | Breakfast with Exhibitors
- 9:00 am - 10:00 am | Opening General Session & Welcome
- 10:00 am - 10:30 am | Refreshment Break with Exhibitors
- 10:30 am - 11:45 | Workshop Sessions
- 11:45am-12:30pm | Pick up box lunch
- 12:30 pm - 2:00pm | Issue Sessions
- 2:00pm - 3:00 pm | Refreshment Break with Exhibitors
- 3:00pm - 4:15 pm | Workshop Sessions II
- 3:00 pm - 4:15 pm | Innovation Toolshops
- 4:30 pm - 5:30 pm | Roundtables
- 5:45pm - 6:45 pm | Leadership Academy Gathering
- 6:00 pm - 7:00 pm | Exhibitor Reception & Networking

Monday, March 25th

- 7:00 am - 5:00 pm | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:00 am - 4:00 pm | Exhibit Hall Open

11:45 am - 1:00pm | Luncheon & Awards Presentation

THE FORUM 1 - 2:45 pm | Issue Sessions
Home About Conference Program Awards Sponsors & Exhibitors Forum 2018
1 - 4:15 pm | Workshops III
1 - 5:30 pm | Innovation Toolshops
Powered by NAWB 1 - 7:00 pm | Reception & Entertainment with the Capital Steps
Tuesday, March 26th

- 7:00 am - 10:00 am | Forum Registration
- 7:00 am - 7:30 am | Morning Pilates
- 7:30 am - 8:30 am | Breakfast
- 8:30 am - 10:30 am | Intensive Technical Assistant Sessions with Department of Labor and partner Federal agencies
- 10:30 am - 11:30 am | Closing General Session
- 11:30 am | Adjourn and Hit the Hill

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