### FY 2015 CTE Week - Program Coordinators & Partners Invitation Annual WORKSESSIONS

## WHEN and WHO:

- Monday, March 2 (1:00 4:30pm) "Perkins 101", an optional program administration workshop for new Perkins' CTE federal grant coordinators
- Tuesday, March 3 CTE Coordinators' Work Session for secondary and postsecondary participants
- Wednesday, March 4 Secondary CTE Coordinators Perkins' Work Session

#### WHERE:

All meetings will be held at the Anchorage Hilton, 500 West Third Avenue, Anchorage, AK, 99501

# Pre-Registration - REQUIRED

All Attendees - Fax the attached form to 465-3240 or scan and email to <a href="mailto:ctegrants@alaska.gov">ctegrants@alaska.gov</a>

## Travel Reimbursement:

EED will reimburse the 2-week advance airfare or mileage to/from Anchorage and lodging at the conference rate. *No other expenses will be covered by the State.* Other costs are the responsibility of the institution/district—you may use Perkins grant funds for these expenses.

- One reimbursement per institution/district is available for the person who is currently administering a secondary or postsecondary career & technical education program
- Registration and estimated expenses/ (see attachment) must be faxed or emailed to EED no later than February 20, 2015

#### Preparation Checklist for Participants -

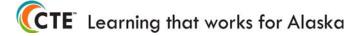
Ш	Arrange approval to attend from appropriate personnel (if requesting reimbursement, get
	appropriate signature on the attached form.)
	Submit registration form to EED by February 20, 2015.
	Make airline reservations.

☐ Make hotel reservations **no later than February 20, 2015**There are a limited number of rooms blocked for this meeting at:

**Anchorage Hilton Downton** at the CTE conference rate of \$99/night plus tax

**Reservations:** 1-800-HILTONS -- request the "EEDCTE" conference code. If you have problems getting a room please let us know - we may be able to help.

For more information, call your EED Career & Technical Education program manager.



## Due by February 20, 2015

FAX to: Thomasina Andersen, CTE Program, 907-465-3240 --or --- scan and EMAIL to ctegrants@alaska.gov

Registration – 2015 CTE Annual Work Sessions							
Name:							
Title:							
School – or – D or - Institution							
Mailing Addres	ss:						
Phone:							
Fax:							
E-mail:							
Please mark ALL sessions you will attend.							
☐ Monday, M	Monday, March 2 – (12 noon – 4:30 PM) " <b>Perkins 101</b> ", an optional workshop for new Perkins' CTE federal grant coordinators						
☐ Tuesday, M	Tarch 3 – CT	E Coordinate	ors' Work Session	n for ALL parti	cipants		
☐ Wednesday, March 4 – Secondary CTE Coordinators' Grant Administration Wesselson					ation Work		
Complete the table below if reimbursement will be requested.  A. School district employees must follow their district procedures; reimbursement will be made to the district through a staff development contract.							
B. <i>Postsecondary employees</i> will be reimbursed personally through a Non-Employee Travel Agreement. You will need to submit your itinerary, boarding passes, and hotel receipts with the completed Non-Employee Travel Agreement to EED after the conference.							
☐ Airfare <b>OR</b>	□ mileage	\$	roundtrip airfar	e OR	total miles		
Hotel (maximur	n \$119/night + 12%	nights (any request for additional nights must be justified)					
Supervisor signa	ature						
Travel Dates:							
<b>Depart From</b>	Departure Date	Time	Destination	Return Date	Time		
			Anchorage				
<b>Do</b> 1	not purchase airlin	e tickets until	this form has been	approved by EE	.D.		

Note: The Department does not authorize or pay for car rentals.

You will not be reimbursed for any expenses other than airfare/mileage and lodging.

EED Use Only: Approved for Reimburser	nent:	Date: