



Welcome Grimes, Alexandra N.

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Local Travel

Nonlocal Travel

Approval

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## Nonlocal Travel Reimbursement Request - View

## Traveler Information

## Traveler's Name

MCCULLA, BRANDON M

Reimbursement Document: [REDACTED]

SAP Document: [REDACTED]

Reimbursement Status: C - Complete

Approval Document: [REDACTED]

SAP Document: [REDACTED]

Office/School: OAKTON HIGH SCHOOL

Departure Date: June 16, 2013

Return Date: June 23, 2013

Destination: San Francisco, CA

Index: 050217 Subobject: 5022

Purpose of Travel: Professional Development

Travel Method: Air

Travel Sponsor: Buck Institute for Education

Total Estimated Expenses: \$ 2584.50  
 Travel Amount Limit: \$ 0.00  
 Amount of Advance Received: \$ 0.00

Grant Amount: \$ 0.00

Description of Expense	Sunday 06/16/13	Monday 06/17/13	Tuesday 06/18/13	Wednesday 06/19/13	Thursday 06/20/13	Friday 06/21/13	Saturday 06/22/13	Sunday 06/23/13	Total Costs	Paid By FCPS	Paid by Traveler
Air/Train/Bus Fare									\$0.00	\$0.00	\$0.00
Registration Fee									\$750.00	\$750.00	\$0.00
Lodging (tax included)									\$1085.00	\$1085.00	\$0.00
Car Rental									\$0.00	\$0.00	\$0.00
Breakfast (M&IE Per Diem)									\$0.00	\$0.00	\$0.00
Lunch (M&IE Per Diem)									\$0.00	\$0.00	\$0.00
Dinner (M&IE Per Diem)	\$27.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$36.00	\$27.00	\$270.00	\$0.00	\$270.00
Incidentals (M&IE Per Diem)									\$0.00	\$0.00	\$0.00
POV Mileage Amount									\$0.00	\$0.00	\$0.00
Parking									\$0.00	\$0.00	\$0.00
Transportation									\$0.00	\$0.00	\$0.00
Other Expenses									\$0.00	\$0.00	\$0.00
<b>Total</b>									<b>\$2105.00</b>	<b>\$1835.00</b>	<b>\$270.00</b>
<b>Travel Amount Limit</b>											<b>\$0.00</b>
<b>Amount of Advance Received</b>											<b>\$0.00</b>
<b>Balance Due Traveler</b>											<b>\$270.00</b>
<b>Balance Due FCPS</b>											<b>\$0.00</b>

## Travel Notes

## Action by Approving Authority

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	<a href="#">nmsommer</a>	08/23/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	<a href="#">angrimes</a>	08/26/2013	Rejected	
0100	Funds Verification	Nonlocal Travel	<a href="#">nmsommer</a>	08/26/2013	Approved	None
1000	FAMIS Review	Nonlocal Travel	<a href="#">angrimes</a>	08/27/2013	Approved	None



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**Nonlocal Travel Request - View****Traveler Information****Traveler's Name**

McCulla, Brandon M

**Document:** [REDACTED]**SAP Document:** [REDACTED]**Status:** C - Complete**Required Date:** March 15, 2013**Office/School:** OAKTON HIGH SCHOOL

Request exceeds \$2000 for a single trip. Assistant Superintendent approval required.

**Estimated Expenses**

<b>Registration Fee:</b>	\$ 750.00
<b>Lodging:</b>	\$ 1085.00
<b>Lodging Tax: (20% of lodging amount)</b>	\$ 217.00
<b>Meal Per Diem:</b>	\$ 495.00
<b>Incidental Expenses Per Diem:</b>	\$ 37.50
<b>Commercial Transportation:</b>	\$ 0.00
<b>Mileage:</b>	\$ 0.00
<b>Car Rental:</b>	\$ 0.00
<b>Other Expenses:</b>	\$ 0.00
<b>Total Estimated Expenses:</b>	\$ 2584.50

**Departure Date:** June 16, 2013**Return Date:** June 23, 2013**Destination:** San Francisco, California**Purpose of Travel:** Professional Development**Index:** 050217 **Subobject:** 5022**Travel Method:** Air**Travel Sponsor:** Buck Institute for Education**Conference Web Site:** [www.pblworld.org](http://www.pblworld.org)

<b>Grant Amount:</b>	\$ 0.00
<b>Travel Amount Limit:</b>	\$ 0.00
<b>Amount of Advance Requested:</b>	\$ 0.00
<b>Reservation Amount:</b>	\$ 1834.50

**Travel Notes**

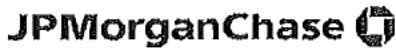
Registration, hotel, travel to be paid on Staff Development P Card.

**Action by Approving Authority**

(Request Submitted for Approval on 03/14/2013 3:00 PM)

Level	Level Title	Approval Type	Approved By	Approved Date	Approval Status	Notes
0100	Funds Verification	Nonlocal Travel	<a href="#">nmsommer</a>	04/02/2013	Approved	
0500	Office Approval	Nonlocal Travel	<a href="#">JABanbury</a>	04/02/2013	Approved	
0800	Dept Approval	Nonlocal Travel	<a href="#">fezuluaga</a>	04/02/2013	Approved	
1000	FAMIS Review	Nonlocal Travel	<a href="#">angrimes</a>	04/08/2013	Approved	

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General Travel Questions Contact Accounts Payable at 571-423-3739 or [TravelInfo](#). Technical Support Contact Financial Services FASTeam at 571-423-3636 or [Financial Services FASTeam](#).



MEMO STATEMENT  
THIS IS NOT A BILL

JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 04-27-13

*My*  
John Banbury, Principal  
Oakton High School

NET CHARGES \$4,975.28

OAKTON HS SD  
OAKTON HIGH  
OAKTON HIGH SCHOOL FINANCE  
2900 SUTTON RD  
VIENNA VA 22181-6199

\*\*T0014137

*Received 5/28/13 w*

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE: [REDACTED]

*OK*

CARDHOLDER ACTIVITY

Purchasing Activity

Tran	Date	Reference Number	Transaction Description	Amount
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Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-01	[REDACTED]	UNITED 800-932-2732 TX MURPHY/MELISSA ANN H P.O.S.: SALES TAX: \$0.00 DCA UA S SFO UA T DCA DEPARTURE: 06-16-13 13.2261	487.80 ✓
04-03	04-01	[REDACTED]	UNITED 800-932-2732 TX WAXMAN/ELIOT BRIAN P.O.S.: SALES TAX: \$0.00 DCA UA S SFO UA T DCA DEPARTURE: 06-16-13	487.80 ✓

FOR CUSTOMER SERVICE CALL:

ACCOUNT NUMBER

ACCOUNT SUMMARY

FOR LOST/STOLEN CARDS CALL:

STATEMENT DATE:

04/27/13

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-8225  
ELGIN, IL 60121

PURCHASES & OTHER CHARGES	4,975.28
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$4,975.28
DISPUTE AMOUNT	.00

OAKTON HS SD  
OAKTON HIGH  
OAKTON HIGH SCHOOL FINANCE  
2900 SUTTON RD  
VIENNA VA 22181-6199

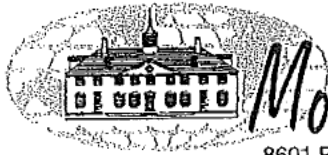
ACCOUNT NUMBER

STATEMENT DATE: 04/27/13

CARDHOLDER ACTIVITY

Travel Activity

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-01		UNITED 800-932-2732 TX MCCULLA/BRANDON MICH DEPARTURE: 06-16-13 P.O.S.: SALES TAX: \$0.00 DCA UA S SFO UA T DCA	487.80 ✓
04-03	04-01		UNITED 800-932-2732 TX HARTLEY/ANITA MARIE DEPARTURE: 06-16-13 P.O.S.: SALES TAX: \$0.00 DCA UA S SFO UA T IAD	13-2261 477.80 ✓
04-04	04-02		UNITED 800-932-2732 TX HOVANEC/KATHERINE EL DEPARTURE: 06-16-13 P.O.S.: SALES TAX: \$0.00 DCA UA S SFO UA W DCA	547.80 ✓
04-10	04-08		USAIRWAY 800-428-4322 AZ WAXMAN/EILOT DEPARTURE: 04-08-13 P.O.S.: SALES TAX: \$0.00 EBC US Y FEE	13-1452 50.00
04-15	04-11		USAIRWAY BOSTON MA WAXMAN/ELIOT BRIAN DEPARTURE: 04-11-13 P.O.S.: SALES TAX: \$0.00 EBC US Y FEE	13-1452 50.00
04-17	04-15		UNITED 800-932-2732 TX BLANKENSHIP/BETH A DEPARTURE: 06-15-13 P.O.S.: SALES TAX: \$0.00 IAD UA S SFO UA T IAD	13-2241 491.80 ✓
Total Travel Activity				4,795.28



# Mount Vernon Travel, Inc.

8601 Richmond Highway • Alexandria, VA 22309 • (703) 799-9400  
FAX (703) 799-9402 • 800-221-9402  
EMAIL: mvtravel@aol.com

April 16, 2013

Invoice # [REDACTED]

Mr. Brandon Michael McCulla  
Oakton High School  
2900 Sutton Road  
Vienna, VA 22181

## FLIGHT INFORMATION /INVOICE

### DEPARTURE DATE: Sunday June 16, 2013

Departing: United Airlines Flight # 103

from Reagan Airport @ 8:00 AM to San Francisco @ 11:05 AM

Seat # 25L

### RETURN DATE: Saturday June 22, 2013

Departing: United Airlines Flight # 102

from San Francisco @ 1:29 PM to Reagan Airport @ 9:57 PM

Seat # 28F

\$507.80 per person

Ticket # [REDACTED]

Record Locator: [REDACTED]

**TOTAL PAID** **\$507.80**

*\*Air Tickets are non-refundable.*

*\*Names have to match a government issued ID for each passenger*

*1<sup>st</sup> bag \$25.00, 2<sup>nd</sup> bag \$35.00, carry-on's free*

*Please confirm flight 24 hours in advance for any flight changes*

JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

ACCOUNT NUMBER [REDACTED]

STATEMENT DATE 05-27-13

NET CHARGES \$3,750.00

*John Banbury*  
**John Banbury, Principal  
Oakton High School**

OAKTON HS SD  
OAKTON HIGH  
OAKTON HIGH SCHOOL FINANCE  
2900 SUTTON RD  
VIENNA VA 22181-6199

\*\*H0001823

*Reconciled 6/4/13*

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE: [REDACTED]

**CARDHOLDER ACTIVITY**

**Purchasing Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-08	05-06	[REDACTED]	BUCK INSTITUTE FOR EDU 415-8830122 CA 13-2270	3,750.00
<b>Total Purchasing Activity</b>				<b>3,750.00</b>

*McCalla  
Murphy  
Eddy*

FOR CUSTOMER SERVICE CALL: [REDACTED] FOR LOST/STOLEN CARDS CALL: [REDACTED] FOR TTY/TPD SERVICE CALL: [REDACTED]	ACCOUNT NUMBER	ACCOUNT SUMMARY
	[REDACTED]	
	STATEMENT DATE: 05/27/13	PURCHASES & OTHER CHARGES 3,750.00 CASH ADVANCES .00 CREDITS .00 CASH ADVANCE FEE .00 <b>NET CHARGES \$3,750.00</b> DISPUTE AMOUNT .00
SEND BILLING INQUIRIES TO: JPMORGAN CHASE BANK NA COMMERCIAL CARD SOLUTIONS P.O. BOX 2015 MAIL SUITE IL1-6225 ELGIN, IL 60121		

JPMorganChase

JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

MEMO STATEMENT  
THIS IS NOT A BILL

ACCOUNT NUMBER

STATEMENT DATE

03-27-13

John Banbury, Principal  
Oakton High School

NET CHARGES

\$7,333.29

OAKTON HS SD  
OAKTON HIGH  
OAKTON HIGH SCHOOL FINANCE  
2900 SUTTON RD  
VIENNA VA 22181-6199

1170002256

Received 4/12/13

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SD

CYCLE LIMIT: \$20,000

ACCOUNTING CODE

OK EL

CARDHOLDER ACTIVITY

Purchasing Activity

Post Date	Trans Date	Reference Number	Transaction Description	Amount
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA	2,000.00
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-13	03-11		BUCK INSTITUTE FOR EDU 415-8830122 CA	750.00
03-25	03-22		BUCK INSTITUTE FOR EDU 415-8830122 CA	5,000.00
Total Purchasing Activity				5,000.00

Kannapeil  
Registration

Travel Activity

Post Date

Trans Date

Reference Number

FOR CUSTOMER SERVICE CALL:

ACCOUNT NUMBER

ACCOUNT SUMMARY

FOR LOST/STOLEN CARDS CALL:

STATEMENT DATE:

03/27/13

PURCHASES & OTHER CHARGES	7,333.29
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
NET CHARGES	\$7,333.29
DISPUTE AMOUNT	.00

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-0225  
ELGIN, IL 60121

Kannapell, Leanne M

---

From: PBLWorld Store <info@bie.org>  
Sent: Friday, March 15, 2013 3:58 PM  
To: Kannapell, Leanne M  
Subject: PBLWorld - Thank you for your Registration

## THANK YOU FOR YOUR ORDER

Order Date: Mar 15, 2013  
Order ID: Order #188  
Transaction ID: PURCHASE ORDER- [REDACTED]

---

### Billing

LeAnne Kannapell  
Oakton High School  
2900 Sutton Rd  
Vienna, Va 22181  
USA  
[lmkannapell@fcps.edu](mailto:lmkannapell@fcps.edu)  
703-319-2773

---

Attendee	Workshop	Price
✓ McCulla Brandon ( <a href="mailto:bmmcculla@fcps.edu">bmmcculla@fcps.edu</a> )	PBL 101: 6-12	\$750.00 ✓
Katie Hovanec ( <a href="mailto:kehovanec@fcps.edu">kehovanec@fcps.edu</a> )	PBL 101: 6-12	\$750.00
Melissa Murphy ( <a href="mailto:mamurphy@fcps.edu">mamurphy@fcps.edu</a> )	PBL 101: 6-12	\$750.00
Eliot Waxman ( <a href="mailto:ebwaxman@fcps.edu">ebwaxman@fcps.edu</a> )	PBL 101: 6-12	\$750.00

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Total: \$3,000.00

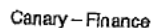
Your registration is not confirmed until the actual Purchase Order or payment by check is received along with the receipt from this transaction. This can be faxed to (415) 883-0260 or mailed to BIE, 18 Commercial Blvd., Novato, CA 94949 and must be received and cleared by May 31, 2013.

If you have questions regarding refunds and cancelations, please refer to our [General Info](#) and [FAQs](#).

[Download BIE's W-9](#)

[Your Invoice](#)





Sommer, Nancy

From: Buck Institute for Education [customer\_receipts@quantumgateway.com]  
Sent: Monday, May 06, 2013 3:18 PM  
To: Sommer, Nancy  
Subject: Buck Institute for Education Transaction Confirmation XID, [REDACTED]

Hello Oakton High School,

Thank you! The following transaction was processed.  
This email will serve as your receipt.  
For questions, please contact [claire@bie.org](mailto:claire@bie.org).

TRANSACTION DETAIL

-----  
Merchant Name: Buck Institute for Education  
URL or User ID: Online Order  
Last Four Digits: [REDACTED]  
Card Type: [REDACTED]  
Date & Time: 05/06/2013 15:17:12  
Transaction ID: [REDACTED]  
Authorization Code: [REDACTED]  
IP Address: Logged for security purposes.

YOUR INFORMATION:

-----  
Customer Name: Oakton High School  
Address: 2900 Sutton Road  
City, St, ZIP: Vienna, VA 22181  
Country: USA  
Telephone:  
E-Mail Address: [nmsommer@fcps.edu](mailto:nmsommer@fcps.edu)

Description	Amount
-----	-----
PBL World Registration	
Invoice 13651 \$750 - Brandon	
Brandon McCulla \$750	
Katie Hovanec \$750	
Melissa Murphy \$750	
Eliot Waxman \$750	3750.00

Transaction Total: 3750.00

Invoice Description: PBL World Registration Invoice 13651 \$750 Brandon McCulla \$750  
Katie Hovanec \$750  
Melissa Murphy \$750  
Eliot Waxman \$750

Sincerely,

Buck Institute for Education

Stop Getting Transaction Receipts: ·

<https://secure.quantumgateway.com/unsub.php?Cat1=4131&Cat2=14218022&Cat3=1>

JPMORGAN CHASE BANK NA  
PO BOX 15918  
MAIL SUITE DE1-1404  
WILMINGTON DE 19850

ACCOUNT NUMBER

STATEMENT DATE 07-15-13

NET CHARGES \$5,797.39

OAKTON HS SA9  
OAKTON HS  
2900 SUTTON RD  
VIENNA VA 22181-6109

\*\*T0002550

FOR RECONCILIATION PURPOSES ONLY. DO NOT SEND PAYMENT.

NAME: OAKTON HS SA9

ACCOUNTING CODE:

CYCLE LIMIT: \$15,000

*all 55350*

**CARDHOLDER ACTIVITY**

**Travel Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-22		NAPA WINERY INN NAPA CA 0123404278	1,373.70
06-24	06-22		NAPA WINERY INN NAPA CA 0123404345	1,088.70
06-24	06-22		NAPA WINERY INN NAPA CA 0123404398	1,088.70
06-24	06-22		NAPA WINERY INN NAPA CA 0123404485	1,088.70
06-24	06-22		NAPA WINERY INN NAPA CA 0123404445	1,088.70
<b>Total Travel Activity</b>				<b>5,728.50</b>

*McCalla*

FOR CUSTOMER SERVICE CALL:

FOR LOST/STOLEN CARDS CALL:

FOR TTY/TDD SERVICE CALL:

ACCOUNT NUMBER

STATEMENT DATE:  
07/15/13

**ACCOUNT SUMMARY**

PURCHASES & OTHER CHARGES	5,797.39
CASH ADVANCES	.00
CREDITS	.00
CASH ADVANCE FEE	.00
<b>NET CHARGES</b>	<b>\$5,797.39</b>
DISPUTE AMOUNT	.00

SEND BILLING INQUIRIES TO:  
JPMORGAN CHASE BANK NA  
COMMERCIAL CARD SOLUTIONS  
P.O. BOX 2015  
MAIL SUITE IL1-6225  
ELGIN, IL 60121

OAKTON HS SA0  
OAKTON HS  
2900 SUTTON RD  
VIENNA VA 22181-6109

ACCOUNT NUMBER

STATEMENT DATE: 07/15/13

**CARDHOLDER ACTIVITY**

**Fleet Activity**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-24	06-22		CHEVRON 0210413 NAPA CA	68.89
Total Fleet Activity				68.89



**Ascend Hotel Collection Member,  
Napa (CAD37)**

1998 Trower Avenue  
Napa, CA 94558  
(707) 257-7220  
GM.CAD37@choicehotels.com

Account: [REDACTED]

Date: 6/22/13

Room: 310 BAR

Arrival Date: 6/16/13

Departure Date: 6/22/13

Check In Time: 6/16/13 3:59 PM

Check Out Time: 6/22/13 7:48 AM

Rewards Program ID:

You were checked out by: kfaris.cad37

You were checked in by: kford.cad37

**Total Balance Due: 0.00**

Buck Institute  
Waxman, Elliott & Maculla  
2900 Sutton Rd  
Buck Educational Institute  
Vienna, VA 22181

Post Date	Description	Comment	Amount
3/14/13	[REDACTED]	advance deposit	(204.06)
6/16/13	Room Charge	#310 Waxman, Elliott	179.00
6/16/13	Occupancy Tax		25.06
6/17/13	Room Charge	#310 Waxman, Elliott	179.00
6/17/13	Occupancy Tax		25.06
6/18/13	Room Charge	#310 Waxman, Elliott	179.00
6/18/13	Occupancy Tax		25.06
6/19/13	Room Charge	#310 Waxman, Elliott	179.00
6/19/13	Occupancy Tax		25.06
6/20/13	Room Charge	#310 Waxman, Elliott	179.00
6/20/13	Occupancy Tax		25.06
6/21/13	Room Charge	#310 Waxman, Elliott	239.00
6/21/13	Occupancy Tax		33.46
6/22/13	[REDACTED]	[REDACTED]	(1,088.70)

**Folio Summary 6/16/13 - 6/22/13**

Room Charge	1,134.00
Occupancy Tax	158.76
[REDACTED]	(1,292.76)

**Balance Due: 0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

x

choiceprivileges

You could be earning free nights and other great rewards. Join Choice Privileges today, at [www.choiceprivileges.com](http://www.choiceprivileges.com).

## General Information

PBL World, scheduled for June 17-21 in lovely Napa, California, will bring together 500 educators who understand that Project Based Learning is a key strategy for creating an effective and engaging 21st century classroom that promotes students' ability to master the Common Core State Standards.

This is unlike any other institute or conference. Monday through Wednesday attendees will participate in BIE's classic PBL 101 workshop, which engages them in learning the principles for designing, assessing and managing standards-focused projects as well as using performance assessments to judge the rigorous work generated by 21st century learners. This year we are adding major strands to World: Instructional Coaching and Leadership.

On Thursday participants can sign up for advanced PBL 201 all-day workshops that feature such topics as PBL and Math, Creativity and Innovation, and Technology Integration. School and district teams can choose to enroll in one of our Coaching Intensives, where they will work with one of BIE's National Faculty to create customized plans for PBL Implementation.

Friday, thanks to the generosity of the William & Flora Hewlett Foundation, registrants are invited to attend Deeper Learning Network workshops facilitated by our good friends at New Tech Network, High Tech High, Envision Schools, EdVisions, New Visions for Public Schools, The Asia Society, Big Picture Learning, and ConnectEd. For free!



### Schedule

Mornings will begin with engaging keynotes by education thought leaders. Late afternoons belong to the attendees, who may participate at no cost in a series of short after-sessions. Evenings, well, we are going to be in Napa.

#### Monday - Thursday

8:00-8:30: Light breakfast  
 8:30-9:15: Keynote  
 9:15-9:30: Break  
 9:30-12:00: Part 1 of Workshop  
 12:00-12:45: Lunch  
 12:45-3:30: Part 2 of Workshop  
 3:45-4:30: Technology Boot Camps

#### Friday

8:00-8:30: Light breakfast  
 8:30-8:50: Announcements and presentation  
 8:50-9:00: Transition  
 9:00-10:15: Deeper Learning Workshops (Round 1)

10:15-10:30: Break/transition  
10:30-11:45: Deeper Learning Workshops (Round 2)  
11:45-12:30: Lunch and Keynote  
12:30: Conference ends

*Note: Leadership Academy participants will receive a separate agenda by email.*

## Meals

Your registration fee includes a light breakfast and boxed lunch.

## Continuing Education Units

Registration will be available at the conference.

## Workshop Cancellation Policy

BIE reserves the right to cancel any workshop due to lack of registration. That decision will be made by May 24, 2013. If a workshop you register for is cancelled or full you will automatically be enrolled in your second choice. You will be informed of this change by email.

## Refund Policy

Refund requests must be received by email or phone by May 31, 2013. Full refunds will be granted in such cases.

## Substitution Policy

If an organization wishes to replace a registered participant with another BIE must be informed by email (david@bie.org) as soon as possible. The new participant must complete a registration form online with Erin or Lauren. The replacement participant may be required to attend only those workshops that the original participant registered for.

## Discounts

There are no discounts for multiple registrations or for groups.

## Contact Information

David Ross  
Email: david@bie.org  
  
Buck Institute for Education  
18 Commercial Boulevard  
Novato, CA 94949

## Publications

Every participant in a PBL 101 workshop will receive a free copy of the *PBL 101 Workbook* and either the *PBL Starter Kit* or *PBL in the Elementary Grades*. Additional copies of these and other BIE publications will be available for purchase each day during lunch.

## Dress Code

Casual/business casual.

## Technology Requirements and Access

It is highly recommended that all participants bring a laptop or tablet computer for use in workshops. Free wireless will be available in the workshop rooms and in public areas of the conference site.