

## 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

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

*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 Downtown 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**

<b>Name:</b>	
<b>Title:</b>	
<b>School – or – District – or - Institution:</b>	
<b>Mailing Address:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>E-mail:</b>	

Please mark **ALL** sessions you will attend.

- Monday, March 2** – (12 noon – 4:30 PM) **“Perkins 101”**, an optional workshop for new Perkins’ CTE federal grant coordinators
- Tuesday, March 3** – **CTE Coordinators’ Work Session for ALL participants**
- Wednesday, March 4** – **Secondary CTE Coordinators’ Grant Administration Work Session**

**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. *Postsecondary employees* 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.

<input type="checkbox"/> Airfare <b>OR</b> <input type="checkbox"/> mileage	\$ _____ roundtrip airfare <b>OR</b> _____ total miles				
Hotel (maximum \$119/night + 12% tax)	_____ nights (any request for additional nights must be justified)				
Supervisor signature	_____				
Travel Dates:					
<b>Depart From</b>	<b>Departure Date</b>	<b>Time</b>	<b>Destination</b>	<b>Return Date</b>	<b>Time</b>
			<b>Anchorage</b>		

**Do not purchase airline tickets until this form has been approved by EED.**

**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 Reimbursement: \_\_\_\_\_ Date: \_\_\_\_\_