

Hello FPD Committee,

I have attended conferences in the past and can be fully reimbursed AFTERWARDS, for ease and accuracy of amount.

My current FPD account balance is \$1971.28.

I have used all of the official per diem rates for food and lodging. The conference is being held at the Planet Hollywood hotel and I have taken advantage of an early (refundable) reservation to keep the price well below the approved per diem rate.

This PDF includes this short cover note, the two page LCC FPD application, hotel reservation, conference reservation price page, and finally, the website information for the conference.

I have also submitted a hardcopy of this same information to the turquoise colored drop box (Tami Hill, on the second floor of building 3).

Faculty Professional Development Application Form – *Complete both pages before event.*

Applications including all supporting material must be submitted to FPD by designated deadlines prior to the conference/event date.

Last name: **Escobar** First name: **Joe** L#: **L00005422**

Faculty Status: ☐ part-time ☒ contracted ~ If part time, is your annual average FTE at least 0.2? ☐ yes ☐ no

Email address: escobarj@lanecc.edu Extension: 5581 Phone: 541-463-3000

Division: Social Science FOAP (if dept. shares cost): _____

Mailing address: 838 Diamond Street Springfield, OR 97477

Event Name: 2019 eLearning Conference Event Location: Las Vegas, NV

Event Dates: Feb 10-13, 2019 FPD FOAP: 111100-475200-614450-21000

Activity Purpose: Outline the activity and what you intend to do at the event if granted Professional Activities funds. Please write at least one paragraph (more than 3 sentences) to explain what you will do, what sessions (or types of sessions) you plan to attend, etc. if awarded funding.

Have fun.

Skills and Knowledge Gained: What new and improved skills and knowledge will you acquire through the leave, and how will these skills apply to your position at the College? Please write at least one coherent paragraph (more than 3 sentences) describing the specific skills and knowledge you will acquire from your leave if awarded.

Because I want to.

Did you submit hardcopy documentation such as conference brochure or online information? ☒ yes ☐ no, but I will within 1 business day.

I have spoken with my Division Dean: ☒ yes ☐ no Name of Dean: Phil Martinez

Note: Although not required, it is a good idea to inform you Division Dean of your award. It is assumed that you will make arrangements for someone to cover your classes in your absence even though the grant cannot pay for backfill. In most cases a colleague can cover your classes or another alternative solution can be arranged.

Last name: Escobar First name: Joe L#: L00005422

Estimate of Total Cost of Event - *Be careful. Maximum total award & reimbursement will be this amount.*

Event Title: <u>2019 eLearning Conference</u>		Event Dates: <u>Feb 10-13, 2019</u>	Total Expenses
Meals Per Diem-Travel Days	<u>Per diem for travel: 75% of full. 45.75</u>	x <u>2</u> # of travel days (usually 2) =	91.50
Meals Per Diem-Full Days	<u>Per diem for location for full days : 61.00</u>	x <u>2</u> # of full days =	122.00
Registration Fee	<u>750.00</u>		750.00
Lodging	Daily rate including tax: <u>120.00</u>	x <u>3</u> # of nights =	360.00
Airfare	<u>United EUG to LAS</u>		250.00
Private auto miles	Miles: _____ (round trip)	x <u>0.545</u> (current rate) = <u>0.545</u>	0.00
Ground Transportation	List: (i.e. shuttle, taxi, etc.) <u>taxi</u>		50
Parking	List: _____		
Miscellaneous: materials, airline checked bag fees, other	List: _____		
Total Request:			1,623.50

Additional notes regarding above expenses:

Helpful Hints:

- ☐ Per diem for meals can be found on www.gsa.gov/portal/content/104877 and search by the city you are traveling to. The travel day per diem is 75% of the regular day. Travel days are the days traveling to the event and back to Eugene.
- ☐ Rental cars must be pre-approved with the award so please explain your rationale for using a rental car in an e-mail. Approval is rare.
- ☐ The College reimburses for the least cost mode of travel only. If you drive instead of fly, please include documentation of airfare estimates. Reimbursement will be limited to the least expensive option. If driving is necessary, please include rationale in an e-mail.
- ☐ Award amounts may not be increased after committee approval so be sure to include ALL anticipated expenses in this application such as hotel taxes, resort fees, wi-fi, bag fees shuttles or taxis, required books, etc. It is recommended you overestimate a little.
- ☐ If your lodging rate exceeds the per diem amount for the event location, explain why in an e-mail (e.g. staying on conference hotel).

Items To Be Reimbursed Prior to Event:

List exact amounts and attach original, detailed, receipts. *Meals per diem and mileage cannot be reimbursed prior to event.*

Expense Description:	Amount:	For Finance Use:
Total:	0.00	

Helpful Hints:

- ☐ Hotel reservations cannot be reimbursed prior to the event. However, hotels can be paid by FPD directly if listed below.
- ☐ If you would like FPD to purchase airfare for your travel, you must be approved two months prior to your event.

Items To Be Paid Directly by FPD:

Expense to be charged on FPD credit card:	Amount:	For FPD Use:
Total:	0.00	

Applicant Signature: I understand that inaccurate or incomplete verification or documentation may result in a delay, reduction, or denial of funds. I understand that I must submit hardcopy documentation, such as a conference brochure or information printed from online, at the time I submit this form. By typing my name into the field below I am indicating that I agree to the clauses above.

Applicant Signature _____ date _____

FPD Award Amount: _____
(for FPD use)

FPD budget authority signature _____ date _____

From: Planet Hollywood Resort & Casino Las Vegas email@email.caesars-marketing.com
Subject: Planet Hollywood Resort & Casino Las Vegas Reservation Confirmation
Date: November 3, 2018 at 11:55 AM
To: joeescobar@yahoo.com



CAESARS RESERVATIONS DEALS TOTAL REWARDS STAY CONNECTED:



[View this email with images.](#)



RESERVATION CONFIRMATION

Dear Joe,

Thank you for choosing Planet Hollywood Resort & Casino Las Vegas. Please contact us should you have any questions or if you would like further assistance with your upcoming visit.

[MANAGE ITINERARY](#)

[LAS VEGAS MAP](#)

**CONFIRMATION
NUMBER**

BNWXP

TRIP SUMMARY

Planet Hollywood Resort & Casino Las Vegas

3667 Las Vegas Boulevard South

Las Vegas, NV 89109

866-919-7472

Guest Name: Joe Escobar

Room Type: Ultra Hip Room | 1 King | Non-Smoking

Check In Date: 02/10/2019

Check Out Date: 02/13/2019

Room Preference: NO PREFERENCE, NO PREFERENCE

Number of Rooms: 1

Adults: 2

Children: 0

Subtotal: \$196.65

Resort/Other Fees: \$111.00

Taxes: \$41.16

Room Total: \$348.81

You Saved \$49.16

You could earn at least 196 Reward Credits[®] by booking this trip if you sign up for Total Rewards[®]!

Name on Card: Joe Escobar

Card Number: xxxx-xxxx-xxxx-1090

For questions or changes regarding your reservation, please contact Caesars Entertainment at 1-866-503-5494 from 6am to 12am PT, 7 days a week.

GRAND TOTAL: \$348.81

TERMS AND CONDITIONS

HOTEL

CANCELLATION POLICY A 72-hour cancellation notice is required prior to your arrival date to receive a refund of your deposit except non-refundable, non-transferable reservations as noted in the package disclaimer. If you cancel within 72-hours, including reservations made within 3 days of your arrival, you will be charged the 1st night's room rate and tax. For Total Rewards customers, this amount will be deducted from your Total Rewards account. Declined or invalid credit card numbers may result in cancellation of booking without prior notice. Personal checks will be accepted for pre-payment of reservation balance only if received at least 30 days prior to arrival date. Checks will not be accepted if received less than 30 days prior to arrival. Cancellations within 3 days of arrival are subject to the forfeit of one nights' deposit.

TOTAL REWARDS OFFERS To redeem a Total Rewards hotel offer the primary Total Rewards customer on the account must be present at check-in with valid photo ID and Total Rewards card that match the name on the hotel reservation.

Complimentary rooms booked will be subject to a \$50 no-show fee, plus tax if the reservation is not canceled by 6pm on the



FEBRUARY 10 - 13, 2019 📅 // LAS VEGAS, NEVADA

2019 eLearning Conference

Be a part of one of the friendliest and most comprehensive annual distance learning conferences for eLearning practitioners.

REGISTER

Join us at eLearning 2019 in Las Vegas, NV to exchange your great ideas with colleagues from across the country and around the world. Be a part of one of the friendliest and most comprehensive annual distance learning conferences for eLearning practitioners.

eLearning 2019 will offer you and your staff pre-conference workshops, keynote speakers, vendors exhibiting the latest eLearning technologies and services, round-table discussions, and a multitude of concurrent sessions.

THE Annual Conference for: eLearning Administrators

eLearning Faculty

Instructional Designers

Online Media Specialists

Web Course Developer

AGENDA



Login



SELECT PACKAGE

ATTENDEE INFORMATION

PAYMENT DETAILS

COMPLETE ORDER

Select your ticket(s). If you have any questions, please [contact us](#).

Ticket Name		Price	Quantity	Total
Pre-Conference Workshops – One Session	Standard Price	\$125	0	\$ 0
Pre-Conference Workshops – Both Sessions	Standard Price	\$200	0	\$ 0
Full Conference Registration	Member Early Bird Price	\$599	1	\$ 599
	Early Bird Price	\$749	0	\$ 0
Member – Full Conference Registration (3 or more from same institution)	Member Early Bird Price	\$574	0	\$ 0
Pre-Conference Workshop Presenter	Member Early Bird Price	\$549	0	\$ 0
	Early Bird Price	\$699	0	\$ 0
Concurrent Session Presenter	Member Early Bird Price	\$574	0	\$ 0
	Early Bird Price	\$749	0	\$ 0
Conference Committee Member/Host Institution/Grand Debate Presenters	Early Bird Price	\$549	0	\$ 0

[Login](#)Awards of Excellence in
eLearning WinnerMember Early Bird
Price

\$574

\$ 0

Spouse/Guest Fee

Standard Price

\$299

\$ 0

ITC Board Member

Member Early Bird
Price

\$499

\$ 0

Total Due:**\$599.00**

Refund Policy

Registration cancellations prior to Friday, January 18, 2019 will incur no penalty. Cancellations on or after Friday, January 18, 2019 are subject to a \$50 cancellation fee. Cancellation notices must be sent in writing to the ITC Executive Office. No refunds will be made for cancellations made after Friday, February 8, 2019 and forfeited fees cannot be applied to future meetings.

[CONTINUE](#)

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