



Bill Emerson, Assistant Superintendent  
for Curriculum and Instruction

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TO: School Board and Superintendent  
FROM: Bill Emerson, Instructional Division

Date: February 17, 2016

**RE: In County Travel Budget Increase for Debbie Anderson**

The in-county travel budget cap for cost center 9001 was set at the standard \$1,740 at the beginning of this fiscal year. Ms. Anderson has used \$1,727.

We are respectfully requesting approval to increase the authorized cap and to amend an additional \$800 into the in-county travel budget line from the 9001 office budget.

No additional funds from the district are being requested at this time, just approval to increase the approved cap and amend funds already in the 9001 budget to cover Ms. Anderson in-county travel for the remainder of FY16.

Thank you for your consideration.

DISTRICT 1  
Diane Scott

DISTRICT 2  
E. Hugh Winkles

DISTRICT 3  
Carol Boston

DISTRICT 4  
Jennifer Granse

DISTRICT 5  
Scott Peden