

(Request form must be completed 6 weeks prior to event)

Step 6

Turn in all receipts to Stanley Young
stanley.young@sausd.us



Step 1

Complete Conference Request Form

[CLICK HERE](#)

Step 2

Email the Conference Request Form and all supporting docs (event flyer, registration info, itinerary, mileage map, etc.) to Jeremiah Johnson & Ha Nguyen.

jeremiah.johnson@sausd.us
ha.nguyen@sausd.us



Step 3

Once conference has been approved wait for the registration instructions email from Benjamin Barajas, Purchasing Department.



Step 4

Register for conference.



Step 5

Attend conference.
Save all receipts.
Please take pictures and tag us on social media.



Conference Attendee Process



*Meals will only be paid for if the conference is 50 miles or more from your residence.
Hotels will only be reimbursed if they are 70 miles or more from the conference. CTE usually takes care of your hotel bookings. Please notify CTE before any hotel bookings.*

Contact:

Jeremiah Johnson
CTE Department Specialist
(714) 241-6588
jeremiah.johnson@sausd.us