



CLARENCE HIGH SCHOOL

Matthew T. Frahm, *Superintendent* – Kenneth J. Smith, *Principal* – Kevin Barrett, *Assistant Principal* – Julie Mampe, *Assistant Principal*

June 20, 2023

To: TEPS
From: Trey Gardner
Date: June 7th - June 9th, 2023
Re: New York State Association of College Admission Counseling (NYSACAC) Conference

I would like to thank the TEPS Committee and Dr. Frahm for allowing me to attend the annual New York State Association of College Admission Counseling Conference (NYSACAC) at St. Bonaventure University. The three days were informative and will directly impact my students with the college admissions process. The specific sessions that will help were:

Digital Testing: The PSAT and SAT's will be given on the computer starting in the Fall. There are significant changes to how the test will be given. The test remains optional with colleges, but it does add another layer to how, and if, students should take the standardized tests.

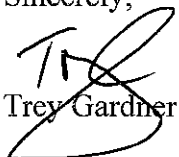
Ethics in College Admissions: The workshop had high school and college counselors in the same room. We discussed the ethics with college admissions. We were all given various scenarios to review and report on. There is an established code of ethics for counselors to follow, but this is not always subscribed to. There were great connections made and the scenarios covered best practices to follow in the admissions world.

Health Care and School Counselor Bonus: This workshop was helpful to learn about the COVID bonus that has been allotted to the various health care and school personnel. One main emphasis was on the job title, which is School Counselor. It was encouraged to share this verbiage anywhere we can.

The networking was invaluable. I was able to sit down and get to know the staff at ECC, Daemen University and Skidmore College. So much of our college job is the relationships. There is much turnover in the college profession, so it was nice to connect with individuals that I intend to talk with on a regular basis.

Again, I would like to thank the TEPS committee and Dr. Frahm for allowing me the opportunity to attend this conference. I valued this experience. It reminded me of the importance of getting out and learning new topics. The impact this conference will have on my students is invaluable.

Sincerely,



Trey Gardner

BUSINESS OFFICE
CLARENCE CENTRAL SCHOOL DISTRICT
9625 MAIN ST. CLARENCE NY 14031

CONFERENCE EXPENSE VOUCHER

NAME: George (Trey) Gardner

POSITION / TITLE: Counselor

BUILDING ASSIGNMENT(S) High School

TRIP PURPOSE: Professional Development

LOCATION: St. Bonaventure University DATE START: 6/7/23 DATE END: 6/9/23

EXPENSE	DESCRIPTION	AMOUNT
TRAVEL		
AIR:		
AUTO:	74.3 x 2 = 65.5	\$97.33
OTHER:		
ROOM:		
MEALS:		
(see reverse)		
OTHER ITEMS:		

NOTE: ATTACH ALL ORIGINAL ITEMIZED RECEIPTS TO THIS FORM
A MAPQUEST SHOWING MILEAGE CLAIMED MUST BE ATTACHED

TOTAL VOUCHER: \$97.33

I certify that the expenses claimed above have been incurred for authorized official school business and in accordance with Clarence Board Policies.


SIGNATURE OF CLAIMANT

Counselor
TITLE

6/20/23
DATE

The above voucher has been submitted in accordance with authorization previously granted.

APPROVED BY (SIGNATURE)

DATE

BUSINESS ADMINISTRATOR (SIGNATURE)

DATE

BUDGET CODE:

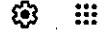
AUDIT

- Include printout of conference approval (from MLP/Professional Growth).
- Proof of payment must be attached. It needs to show your name with the method of payment (a credit card statement can be attached with personal information blacked out).
- Originals for all receipts must be submitted (no copies).
- We will only reimburse tip amounts up to 20% (any amount above will not be reimbursed).
- A MapQuest/Google map must be attached showing mileage claimed.
- A toll receipt or EZ Pass transaction summary must be attached (not a toll calculator).
- A boarding pass/flight itinerary must be attached for all flights.
- Reimbursements for conference expenses need to have a conference completion certificate attached or a note saying one was not received.
- Itemized receipts (no alcohol on receipt) must be attached for all meals as well as the completed chart below. See <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup> for claim amount guidelines.
- Print Meals & Incidentals (M&IE) Breakdown, and use that breakdown to enter the Max Claim amount below.

	RECEIPT DATE	BREAKFAST			LUNCH			DINNER			TOTAL DAILY REIMBURSEMENT
		Max Claim *	Actual Cost	Claim Amount	Max Claim *	Actual Cost	Claim Amount	Max Claim *	Actual Cost	Claim Amount	
SUNDAY											
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
TOTAL WEEK 1										\$	
SUNDAY											
MONDAY											
TUESDAY											
WEDNESDAY											
THURSDAY											
FRIDAY											
SATURDAY											
TOTAL WEEK 2										\$	
MEALS TOTAL (enter this amount on front)										\$	



google directions

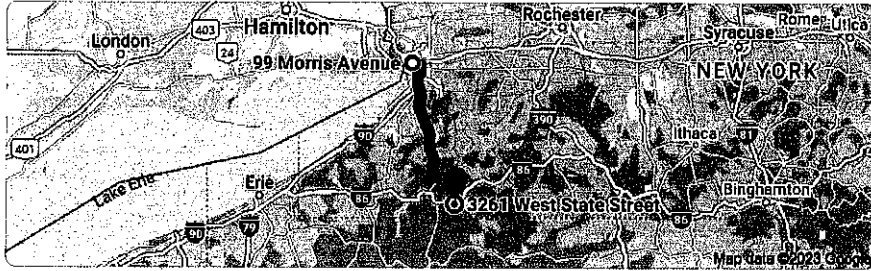


Sign in

Maps To texas Walking By car Android Multiple stops App Images Earth All filters Tools SafeSearch on

About 3,900,000,000 results (0.32 seconds)

- 99 Morris Ave, Buffalo, NY 14214
- 3261 W State St, St Bonaventure, NY 14778



1 hr 30 min (74.3 mi) via US-219 S

[Directions](#)

99 Morris Ave

Head east on Morris Ave toward Voorhees Ave

0.4 mi

Turn right onto Holden St

302 ft

Turn left onto E Amherst St

1.1 mi

Turn right onto Bailey Ave

0.4 mi

Turn left onto Martha Ave

0.2 mi

Turn right onto Suffolk St

0.1 mi

Turn left to merge onto NY-33 E

2.1 mi

Take the exit onto I-90 W toward Erie

7.2 mi

Keep right at the fork to continue on US-219 S, follow signs for Orchard Park/Springville

1.4 mi

Keep right to stay on US-219 S

27.0 mi

Turn right to stay on US-219 S

14.0 mi

Turn right to stay on US-219 S

0.8 mi

Turn left onto Mill St

0.5 mi

Continue onto Sugartown Rd

4.4 mi

Turn right onto Farm Market Rd/Sugartown Rd

0.3 mi

Turn left onto NY-98 N

0.6 mi