

SAMPSON COMMUNITY COLLEGE  
IN-STATE OVERNIGHT/OUT-OF-STATE TRAVEL REQUEST

TRAVELER: Loreta M. Jones

DATE SUBMITTED: 03-10-2016

TRAVEL TO: NCCCCIA at Surry Community College Dobson, N.C. 27017

DATES OF TRAVEL: PERIOD BEGINS April 03, 2014 ENDS April 04, 2016

PURPOSE OF TRAVEL: Attend the North Carolina Community College Cosmetology Instructors Association for new updates from NC State Board of Cosmetic Art Examiners and to receive CEU'S accreditation for licensure renewal.

MODE OF TRANSPORTATION: School Van AIR FARE: \$       

REGISTRATION FEE: \$ 49.10 (DEDUCT COST OF ANY SOCIAL FUNCTIONS OR UNRELATED ITEMS. ANY MEALS INCLUDED IN REGISTRATION FEE ARE NOT TO BE CLAIMED IN DAILY MEAL ALLOWANCES.)

TOTAL ESTIMATED EXPENDITURES: \$ 123.56

REQUEST APPROVAL FOR:

- ☒ IN-STATE OVERNIGHT TRAVEL  
☐ OUT-OF-STATE TRAVEL  
☒ EXCESS LODGING \$ 74.46 PLUS TAX PER NIGHT (TOTAL FEES)  
☒ EXCESS REGISTRATION FEES OF \$ 123.56 (TOTAL FEES)

APPROVED BY: Loreta M. Jones DEPARTMENT HEAD

APPROVED BY: \_\_\_\_\_ DIVISION HEAD

APPROVED BY: \_\_\_\_\_ PRESIDENT OR DESIGNEE

- NOTES:
1. IF EXCESS REGISTRATION FEES ARE REQUESTED, A COPY OF THE PROGRAM REFLECTING THE CHARGES IN THE REGISTRATION FEE MUST BE ATTACHED TO THIS FORM. ALSO, THE COPY OF THE PROGRAM SHOULD BE ATTACHED FOR ALL OUT-OF-STATE TRAVEL REQUESTS.
  2. THIS REQUEST IS TO BE APPROVED PRIOR TO ANY IN-STATE OVERNIGHT TRAVEL OR ANY OUT-OF-STATE TRAVEL.
  3. THIS REQUEST, UPON APPROVAL, IS TO BE FILED WITH EACH REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES FORM. ANY UNAUTHORIZED TRAVEL REQUESTS SUBMITTED TO THE BUSINESS OFFICE WILL NOT BE REIMBURSED.
  4. IN-STATE OVERNIGHT TRAVEL, OUT-OF-STATE TRAVEL, EXCESS REGISTRATION FEES, AND EXCESS LODGING FEES MUST BE APPROVED BY THE PRESIDENT FOR ALL EMPLOYEES.

SAMPSON COMMUNITY COLLEGE  
REQUEST FOR TRAVEL ADVANCEMENT

NAME Loreta M. JonesDEPARTMENT Cosmetology

PURPOSE OF TRAVEL To attend the NCCCCIA'S Association meeting at Surry Community College in Dobson, NC on April 03, 2016. Attend the North Carolina Community College Cosmetology Instructors Association for new updates from NC State Board of Cosmetic Art Examiners and to receive CEU'S accreditation for licensure renewal.

DATE OF TRAVEL April 03-4, 2016

I hereby request the sum of \$ 123.56 to be used as travel advancement during my overnight travel on official school business to NCCCCIA'S Association meeting in Dobson, N.C. 27017 on April 04, 2016. I understand that these monies are to be deducted from my travel request for reimbursement for this trip when the request is submitted to the Business Office for payment. If the amount of the advancement exceeds the reimbursement total, I will refund the balance.

*Lucretia M. Jones*  
(Signature)

Approval is hereby granted for the above request for travel advancement subject to the stated agreement.

(President or Designee)

This form is to be filed in DUPLICATE with the Business Office when approved by the President or Designee. It should be filed with the Business Office TWO weeks prior to the date needed.

<u>Amount</u>	<u>Code</u>
Amount requested for Transportation (mileage, parking, taxi, etc.)	11-220-20-531110-52407
Amount requested for Lodging	11-220-20-531140-52407
Amount requested for Meals	11-220-20-531150-52407
Amount requested for other travel expenses (registration fees, etc.)	11-220-20-531500-52407
Total Request	

# **NCCCCIA**

February 22, 2016

Greetings NCCCCIA Members!

Our Spring 2016 Workshop/ Meeting is scheduled for Monday April 4, 2016. Our meeting will be hosted by Sarah Ayers and the cosmetology faculty at Surry Community College. The schools address is 630 S. Main Street Dobson, NC 27017. Our meeting will be held in the Shelton-Badgett NC Center for Viticulture and Enology. Please use the main entrance to enter campus and there will be signs directing you to the building. Parking has been reserved in the lot adjacent to the building. Please refer to the attachment if you need lodging. Please note, the hotels in Elkin and Mt. Airy will have more dining and activity choices than the one in Dobson.

Our education will be provided by Jamie Jones, National Educator with Pivot Point. Jamie always delivers a dynamic educational presentation. We will also have our school representatives from Marianna, Burmax, Milady and WELLA in attendance. Lynda Elliott, Executive Director NC State Board of Cosmetic Art Examiners will be present to provide a board update. **REGISTRATION DEADLINE IN MARCH 22, 2016.** Please see the attachment for the registration form and menu selection. Our meeting will begin at 8:00 am. NC-Skills USA State Conference will be held April 19-21, 2016 in Greensboro NC. For additional information about the conference please see the website: [skillsusanc.org](http://skillsusanc.org) .

I look forward to seeing many of you at our meeting, remember the deadline and have safe travels.

Best Regards,

Morris"Boz"Boswell      - President NCCCCIA

North Carolina Community College  
Cosmetology Instructors Association

Registration: April 4, 2016

Surry Community College

Registration Fee \$20.00

Name \_\_\_\_\_

Address \_\_\_\_\_

Email/Telephone \_\_\_\_\_

Lunch Selection \_\_\_\_\_

Please mail this registration form to:

Catherine Lester

201 King Arthur Trail

Garner, NC 27529

**REGISTRATION DEADLINE MARCH 22, 2016**

**REGISTRATION AND LUNCH SELECTION DEADLINE IS MARCH 22, 2016**

Sandwich and wraps include chips and a cookie.

**Chick-fil-A® Chicken Sandwich**

A boneless breast of chicken seasoned to perfection, hand-breaded, pressure cooked in 100% refined peanut oil and served on a toasted, buttered bun with dill pickle chips. Also available on a Golden Wheat bun.

**Grilled Chicken Cool Wrap®**

Grilled and sliced chicken breast, nestled in a fresh mix of Green Leaf lettuce with shredded red cabbage and carrots and a blend of shredded Monterey Jack and Cheddar cheeses, tightly rolled in a flaxseed flour flat bread. Made fresh daily. Served with Avocado Lime Ranch dressing (or guest's choice of dressing).

**Chicken Salad Sandwich**

Freshly made at each Restaurant, this tasty sandwich is made with chunks of our Chick-fil-A chicken breast, chopped eggs, celery, sweet pickle relish and mayonnaise served chilled with Green Leaf lettuce on toasted Wheatberry bread.

**Chilled Grilled Chicken Sub Sandwich**

Boneless chicken breast, marinated with a special blend of seasonings, grilled, thinly sliced and served chilled on multigrain baguette with Colby-Jack cheese, baby greens and sliced tomato. Served with Honey Roasted BBQ Sauce.

**Grilled Market Salad**

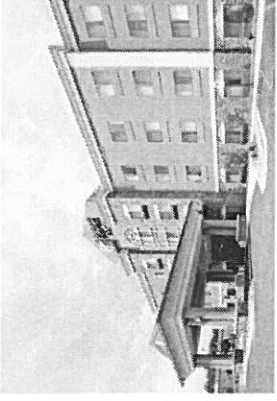
Slices of grilled chicken breast served on a fresh bed of chopped Romaine lettuce and baby greens, topped with shredded red cabbage and carrots, crumbled blue cheese and a mix of red and green apples, strawberries and blueberries. Served with Zesty Apple Cider Vinaigrette dressing (or choice of dressing).

**\*\* A vegetarian option is available upon request.**

## Lodging Information

At: The Holiday Inn Express Hotel & Suites, Mt. Airy, NC for the night of April 3.

Reservations may be made through contacting them at the number listed on their web site. Let them know you are with the NCCCCIA group that have rooms blocked off for reservation. You will receive the state rate of \$67.30. You are guaranteed for late arrival.



[http://www.reservationcounter.com/hotels/show/327999/holiday-inn-express-hotel-and-suites-mount-airy/?TID=7RG7UJdq\\_dclpcrid|6161029243&utm\\_source=bing&utm\\_medium=cpc&utm\\_term=%2Bholiday%20](http://www.reservationcounter.com/hotels/show/327999/holiday-inn-express-hotel-and-suites-mount-airy/?TID=7RG7UJdq_dclpcrid|6161029243&utm_source=bing&utm_medium=cpc&utm_term=%2Bholiday%20)

At: Fairfield Inn & Suites, Elkin, NC for the night of April 3.

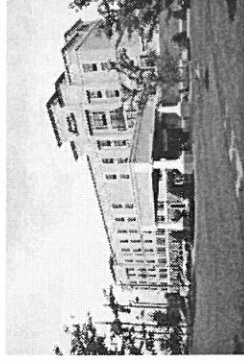
Reservations may be made through contacting them at the number listed on their web site. Give them the 4 letter code: SCCS and you will receive a room that has blocked off for reservation. You will receive the rate of \$78.00 plus tax. Rooms blocked off will be held for reservation until 3/20/16.



[www.marriott.com/intje](http://www.marriott.com/intje)

At: Hampton Inn Shelton, Dobson, NC for the night of April 3.

Reservations may be made through contacting them at the number listed on their website. Let them know that you are with the NCCCCIA group that have rooms blocked off for reservation. You will receive the rate of \$89.00. Rooms blocked off will be held for reservation until 3/20/16.



<http://hamptoninn3.hilton.com/en/hotels/north-carolina/hampton-inn-and-suites-dobson-INTDBHX/index.html>