

MINGUS UNION HIGH SCHOOL DISTRICT #4
OUT-OF-STATE TRAVEL REQUEST / AGENDA ITEM FORM

TO: Governing Board

FROM: Matthew Elm

DATE: June 30, 2026

REQUEST TYPE:

☒ **Action Item**

☐ **Information Item**

SUBJECT: Out-of-State Travel Request

Destination (City/State):

San Diego, CA

Conference/Event Name:

AP Summer Institute

Dates of Travel:

July 5th-9th 2026

SUPPORTING DOCUMENTATION

(Attach all applicable documents)

☒ **Itinerary Attached**

☒ **Conference Information Attached**

☒ **Cost Breakdown Attached**

☒ **Transportation Arrangements**

SITE ADMINISTRATIVE APPROVAL *(Required Prior to Submission)*

Principal Signature: [Signature]

Date: 7-1-26

FOR BOARD USE ONLY

Date of Agenda: _____

Agenda Item #: _____

ACTION TAKEN:

☐ **Approved** ☐ **Denied** ☐ **Tabled**

Date Approved/Adopted: _____

ELM - AP SUMMER INSTITUTE

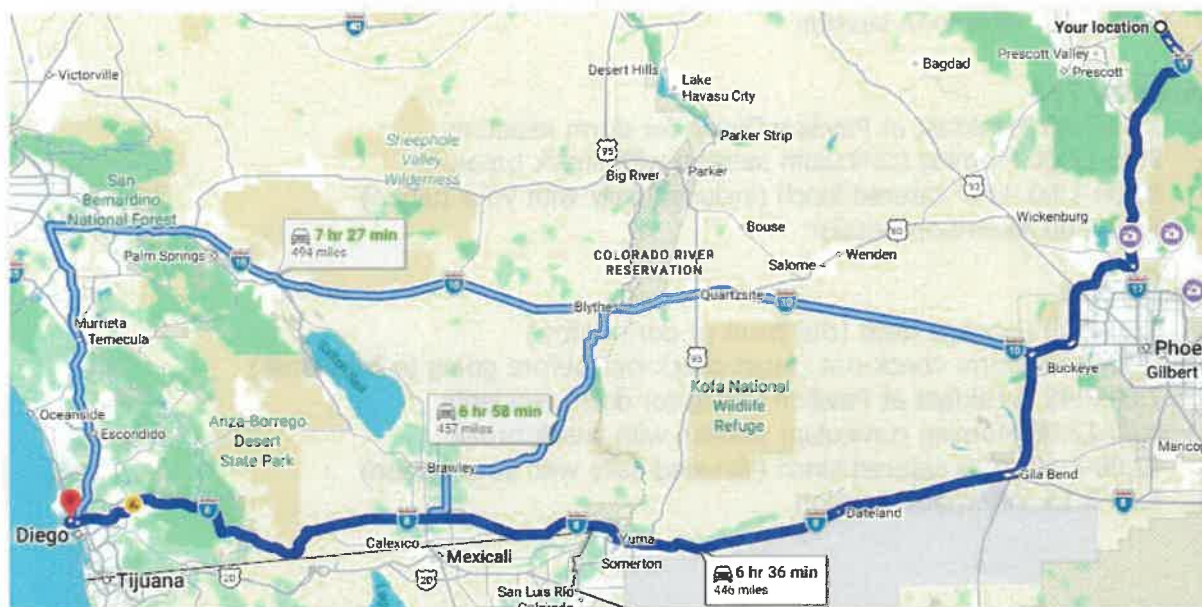
US GOVERNMENT

JULY 5TH THROUGH 9TH

SAN DIEGO, CA

1 TRAVEL DISTANCE

446 miles each way, **892 miles total**



2 MEALS

Provided

- Sunday, Dinner
- Monday - Thursday, Breakfast and Lunch

Needed

- **Dinner, M-Th (4)**

3 ITINERARY

Sunday 7/5

- 4:00-6:00PM Check in for Dorm Residents ONLY at Front Desk of [Manchester Village Apartments](#).
- 6:00-7:00PM Dinner at [Pavilion Dining](#) for Dorm Residents ONLY
- 6:00-8:00PM Late dorm check in: phone (619) 260-4623 before 8PM (office closes at 8PM sharp)

Monday 7/6

- 7:30-8:30 Registration with light Continental Breakfast at Mother Rosalie Hill Hall. Park in the West parking structure.
- 8:30-12:00 Morning curriculum session
- 12:00-1:00 USD catered lunch (included daily with your tuition)
- 12:30-4:00 Afternoon session (w/ optional afternoon break)

Tuesday 7/7

- 7:00-7:45 Breakfast at Pavilion Dining for dorm residents
- 8:00-12:00 Morning curriculum session with snack break
- 12:00-1:00 USD catered lunch (included daily with your tuition)
- 1:00-4:00 Afternoon session

Wednesday 7/8

- 7:00-7:45 Breakfast at Pavilion Dining for dorm residents
- 8:00-12:00 Morning curriculum session with snack break
- 12:00-1:00 USD catered lunch (included daily with your tuition)
- 1:00-4:00 Afternoon session

Thursday 7/9

- 6:30-7:00 Luggage drop (out front of dorm entry)
- 6:30-7:30 Dorm check-out (must check-out before going to breakfast)
- 7:00-7:45 Breakfast at Pavilion Dining for dorm residents
- 8:00-12:00 Morning curriculum session with snack break
- 12:00-1:00 USD catered lunch (included daily with your tuition)
- 1:00-3:15 Afternoon session