



Name: Conference Attendee
Dept: Department Success
ID: 00000

**THE UNIVERSITY OF AKRON
REQUEST/CERTIFICATION OF LEAVE**

For all full-and part-time employees: faculty, contract professionals, and biweekly (exempt) staff (OAC 3359-11-01). Submit this form for any absence from campus: i.e., illnesses, medical appointments, professional meetings, educational classes, or other absences during regularly scheduled work times. To utilize the Family and Medical Leave Act, or if you require periods of extended leave, contact Benefits Administration at x7092.

PURPOSE OF LEAVE WITH PAY

- VACATION
- SICK LEAVE (check one: personal immediate family)
- PROFESSIONAL* (provide telephone contact in COMMENTS)
- OTHER (provide reason for requested leave in COMMENTS)

*When requesting "Professional" leave, you must complete the Travel Authorization Form below.

COMMENTS Cell phone: 330-450-6066

(Please provide the name and contact information for the person designated to act on your behalf while you are out)

DATE(s)	TIME	TOTAL HOURS
7/15/15 - 7/19/15	8-5	24

I certify that the dates and purpose of the leave are accurate as reported. I understand that falsification may result in disciplinary action, up to and including termination.

EMPLOYEE SIGNATURE: Conference Attendee DATE: _____

REQUEST FOR LEAVE: APPROVED DISAPPROVED TRAVEL AUTHORIZATION APPROVED DISAPPROVED

SUPERVISORS SIGNATURE: Attendee Supervisor DATE: _____

DISTRIBUTION: signed original to the Associate Vice President/Fiscal Office for month-end reporting.

TRAVEL AUTHORIZATION

Complete this portion **PRIOR** to incurring any travel expenses for overnight or out-of-state professional trips. Submit actual expenses for reimbursement on the UA Travel Expense Report after the completion of travel.

Date prepared: 4/9/15

EXPENSE ESTIMATES

For (person): Conference Attendee

Attending: NCCI

Where: Nashville, TN

When: 7/15/15-7/19/15

PROBABLE MODE OF TRANSPORTATION	Transportation*	\$265.00
<input checked="" type="checkbox"/> air, train, bus	Lodging	\$888.00
<input type="checkbox"/> private/pool vehicle	Meals	\$172.00
Name of personal auto insurance carrier: _____	Registration	\$900.00
<input type="checkbox"/> rental car	Parking	\$50.00
	Other	\$75.00
	Total	\$2,350.00

Reimbursement type: Full estimated amt. \$2,350
 Partial estimated amt. \$ _____

ACCOUNT CODE(S)

2	0	0	0	0	0	100%
						%

Approved by: Attendee AVP Date _____
Director/Associate Vice President

DISTRIBUTION: Original to the Associate Vice President/Fiscal Office for records; copies to Director and person traveling.

**The University of Akron
Division of Student Success
Travel Authorization Addendum**

Event/Conference/Workshop Name: NCCI 2015 Annual Conference

Requestor Name (please print): Conference Attendee

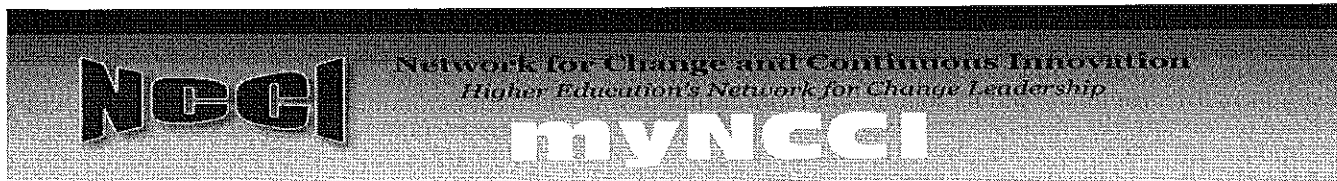
- Requestor holds a leadership position in the professional organization.
- Requestor is presenting at the conference/Seminar/Workshop
- Requestor has need for specific training or information that cannot be obtained at the University.
- Requestor is a participant in the conference planning committee/staff.
- This is an activity/event related to a grant.

Briefly explain the reason for your attendance at the Conference/Seminar/Workshop:

Presenting for a workshop at the conference on travel efficiencies for higher education. Will be attending the pre-conference training to obtain additional training in the area of workplace continuous improvement. Presentation will highlight the efficiencies that have been gained at the University of Akron within the travel area. It will highlight the savings that have been realized through the centralization of the travel vendors and various contracts that were able to be realized with the various vendors.

Briefly explain any unusual costs associated with this travel:

No unusual costs are associated with this trip.



[Event Info](#) | [Sessions](#) | [Faculty](#) | [Sponsors](#) | [Event Registration](#)

Event Information

2015 Annual Conference - "Changing the Rhythm in Higher Education"

Date: July 16 – 18, 2015

Location: [Gaylord Opryland Resort & Convention Center](#)

REGISTRATION

Registration Fees

To pay online, click "Event Registration" tab above

To pay by check, [print registration form](#).

	Ends May 31	June 1 - July 7
NCCI Member or Institution	\$700	\$750
NCCI Member Group**	\$650	\$700
Non-Member	\$900	\$950
Speaker	\$650	\$650
Student	\$500	\$500
Guest (only includes Thursday & Friday Receptions)	\$75	\$75

Annual Conference Registration fee includes: Admittance into scheduled workshops and general sessions (July 17-18); Thursday and Friday receptions; Friday and Saturday continental breakfasts, lunches, and breaks.

Rate per person with three or more registrations from the same member institution. **Member groups must register at the same time to receive the discounted rate.

SESSION DETAILS

[View the Conference-at-Glance](#)

Pre-Conference Workshops - Thursday July, 16, 2015

Effectiveness in Action: Influence and Negotiation Tools You Can Use Every Day \$200

Offsite at Belmont University

Time: 8:00 a.m. – 3:15 p.m. (departure time 7:15 a.m.)

Susan Williams, PhD, Professor Emerita of Management, Belmont University, Jack C. Massey Graduate School of Business

Join us for a lively and skill-building session on influence and negotiation. Our positions constantly call on us to influence decisions on campus. You want to be your most influential, informed self, yet how often do you find yourself frustrated that things spiral out of control? Learn research-based tools and techniques to use inside and outside the organization. You'll learn the Harvard Program on Negotiation method using energizing activities and team participation. At the close of the session, you can add to your resume that you're certified! As an added bonus, you'll be in Belmont University's world-class training facilities and have an opportunity to visit the campus. We'll have easy transportation from the hotel to campus and back.

Re-Imagining Employee Engagement \$125

Time: 8:30 a.m. – 12:00 p.m.

Jennifer Williams, Executive Projects and Initiatives Manager, California State University, San Marcos
Katy Rees, Associate VP of Administration, California State University, San Marcos

According to The Gallup Organization, only 13% of employees are engaged at work, worldwide. The evolving workplace necessitates re-imagining employee engagement to foster a healthy, positive and productive work environment. The 21st century workforce looks very different; there are multiple generations working together, enhanced understandings of diversity, and different needs for different employees. With this evolving world of work, how do organizations strategically leverage talent to keep the best and brightest onboard, while creating an engaged workforce where employees feel welcome, connected, and inspired to achieve organizational excellence? How is an engaged workforce and a positive culture sustained?

Harnessing a Tidal Wave: Grassroots Engagement to Improve Organizational Efficiency – \$125

Time: 1:00 p.m. – 4:30 p.m.

Cathy O'Sullivan, Director, Working Smarter Initiative, University of California System
Virginia Delaney, Change Management Lead, UC Path Project, University of California System
Shirley Bittlingmeyer, Client Services Officer, Information Technology Services, University of California System

A wide open, virtual suggestion box. Every single idea is read. Commitment from the top to implement one or more ideas monthly. These are among the essential ingredients in the UC Office of the President efficiency program, launched late 2013. Learn how unsuspecting "working group" staff began to realize they were riding a powerful tidal wave of energy, enthusiasm and – as we now see – irrefutable progress. As Janet Napolitano took the helm at UC, she launched a proven initiative at our administrative headquarters. We'll discuss the initiative, its progress and issues, and how it has inspired change and engaged our staff.

HOTEL INFORMATION

Hotel Room Reservations:

[Gaylord Opryland Resort and Convention Center](#)

NCCI has a special rate of \$189 single/double per night plus tax. To reserve your room online using a credit card, please access this link: <https://aws.passkey.com/q/31413205>. Select your check-in and check-out dates and follow the prompts

If you prefer to make your reservations by telephone, you may call the hotel directly at 615-889-1000 or 877-382-7299. Please reference the NCCI 2015 Conference to receive the group rate.

Hotel reservation deadline is Monday, June 22nd.

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Most Economical Means

Driving Personal Vehicle:

Mileage 1008 Miles
0.575 Rate
\$ 579.60 Cost of Travel

Parking \$10/day
\$50 Total for five days

Total for Personal Vehicle \$629.60

Driving a Rental Vehicle

Rental of Car \$ 172.38 Most economical means of travel
Gasoline Estimate \$ 90.00
Parking \$ 50.00
Total for Rental Vehicle 312.38

Flying

Airfare \$ 403.70
Luggage \$ 50.00
Shuttle \$ 80.00
Airport Parking \$ 40.00
Total Cost for flying \$ 573.70

Meals Per Diem Rates	Total	Breakfast	Lunch	Dinner
July 15, 2015	\$ 55.00	home	15.00	40.00
July 16, 2015	\$ 11.00	11.00	provided	provided
July 17, 2015	\$ 40.00	provided	provided	40.00
July 18, 2015	\$ 40.00	provided	provided	40.00
July 19, 2015	\$ 26.00	11.00	15.00	home
Total Meals	\$ 172.00			



Trip to:

Gaylord Opryland Resort and Convention Center
2800 Opryland Drive
 Nashville, TN 37214
 (615) 889-1000
 504.21 miles / 7 hours 49 minutes

Notes

Gasoline Estimate \$90
 Round trip

		Download Free App
	University Of Akron 150 University Ave., Akron, OH 44325	
	1. Start out going north on S Broadway St / OH-261 toward E Mill St. Map	0.4 Mi 0.4 Mi Total
	2. Take the 3rd left onto Perkins St / OH-59 . Continue to follow OH-59 W. Map	2.8 Mi 3.2 Mi Total
	3. Stay straight to go onto I-76 W / I-77 N . Continue to follow I-76 W. Map	20.8 Mi 24.0 Mi Total
	4. Merge onto I-71 S via EXIT 1A toward Columbus. Map	103.6 Mi 127.6 Mi Total
	5. Take the I-71 S / OH-315 N exit, EXIT 99A-B , on the left toward Cincinnati. Map	0.09 Mi 127.7 Mi Total
	6. Keep left to take I-71 S toward Cincinnati (Crossing into Kentucky). Map	125.4 Mi 253.1 Mi Total
	7. Merge onto I-71 S via EXIT 173 toward Louisville. Map	77.5 Mi 330.6 Mi Total
	8. Merge onto I-65 S toward I-65 S / Louisville / Nashville (Crossing into Tennessee). Map	167.8 Mi 498.4 Mi Total
	9. Merge onto TN-155 E / Briley Pkwy E via EXIT 90B. Map	5.0 Mi 503.4 Mi Total
	10. Take the McGavock Pike W exit, EXIT 12 , toward Opryland Hotel / Music Valley Dr / Conv Ctr. Map	0.2 Mi 503.6 Mi Total
	11. Merge onto McGavock Pike. Map	0.2 Mi 503.7 Mi Total
	12. Turn left onto Opryland USA. Map	0.03 Mi 503.8 Mi Total



13. Turn **slight right** to stay on **Opryland USA**. [Map](#)

0.4 Mi
504.2 Mi Total



14. Stay **straight** to go onto **Opryland Dr**. [Map](#)

0.01 Mi
504.2 Mi Total



15. **2800 OPRYLAND DRIVE** is on the **left**. [Map](#)



Gaylord Opryland Resort and Convention Center

[Receive up to a \\$100 Resort Credit!](#)

2800 Opryland Drive, Nashville, TN 37214
(615) 889-1000

Total Travel Estimate: 504.21 miles - about 7 hours 49 minutes

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Enterprise Plus

Emerald Club

Reservation Summary

60% Complete

Special Section

UNIV OF AKRON - IUCPG

Location Details [change](#)

Pick Up Location

950 E MARKET ST
AKRON, OH 44305-2426
Tel.: (330) 434-2600
[We'll Pick You Up.™](#)

Dates & Times [change](#)

Pick Up

Jul 14, 2015 @ 5:00 pm

Return

Jul 20, 2015 @ 8:30 am

Vehicle Class [change](#)

Standard

Renter's Information

(not yet entered)

Method of Payment

Pay Later

Payment Details

(not yet chosen)

[Start over](#)

Vehicle Details

Selected Vehicle



Standard

Volkswagen Jetta or similar
4 doors
Automatic Transmission
Air Conditioning
AM/FM CD Player
Room to seat 5 passengers

[View other Vehicle Classes:](#)

[<<](#) | [All Classes](#) | [>>](#)

Mileage Restrictions

UNLIMITED MILEAGE.

Additional surcharges, local taxes, etc. may apply.

[Select and Continue](#)

Your Dates and Times

Start: Jul 14, 2015, 5:00 pm

End: Jul 20, 2015, 8:30 am

Pay Later Price Quote

1 Week @	\$ 159.80 USD	\$ 159.80 USD
VEHICLE LICENSE RECOVERY FEE		\$ 1.68 USD
Subtotal		\$ 161.48 USD
SALES TAX		\$ 10.90 USD
* Total Charges:		\$ 172.38 USD

[Select and Continue](#)

Our Pick-Up Policy:

Need a ride from your place to our place? We'll Pick You Up.™
Book online now, then call your rental office at Tel.: (330) 434-2600 for details about our pick-up service. (Geographic restrictions apply)

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Canton, OH (CAK) to Nashville, TN (BNA) Wed, Jul 15, 2015
 Nashville, TN (BNA) to Canton, OH (CAK) Sat, Jul 18, 2015

Flexible Dates?
 Search +/- 3 days

Don't Miss Out! Save up to \$675* by booking your Flight and Hotel together [Search now](#)

LOWEST PRICE
\$403.70

Delta Air Lines	Multiple Airlines	US Airways	American Airlines	United Airlines
1 stop	\$403.70	\$443.70	\$443.70	\$443.70
2+ stops	\$741.70	\$404.70	\$404.70	\$530.70
				\$751.20

FLEXIBLE DATES **\$311.70**
 Compare dates +/- 3 days

NEARBY AIRPORTS **\$356.20**
 View flights PIT - BNA

Refine Results

Select stops

- Any
- 1 stop \$403
- 2+ stops \$404

Select flight times

Outbound

Take-off: 12:00 PM - 4:30 PM

Show landing time

Inbound

Take-off: 6:00 PM - 9:00 PM

Show landing time

Select airlines

- Any
- Multiple Airlines \$404
- American Airlines \$443
- Delta Air Lines \$403
- United Airlines \$751
- US Airways \$404

Some flights extend beyond the time range of your search. Please use the "Flight Times" filter to further limit your results.

Matching Results: 570

Sort by:

Additional baggage fees may apply.

\$403.70 FREE Cancel Select this departure Select this return

Leave Wed, Jul 15 4:16 PM Canton CAK	7:15 PM Nashville BNA	1 stop 3hr 59min		Delta Air Lines 1348 / 1173 Seat map
Return Sat, Jul 18 6:45 PM Nashville BNA	11:30 PM Canton CAK	1 stop 3hr 45min		Delta Air Lines 2569 / 1571 Seat map

Earn \$4.04

\$403.70 FREE Cancel Select this departure Select this return

Leave Wed, Jul 15 4:16 PM Canton CAK	8:50 PM Nashville BNA	1 stop 5hr 34min		Delta Air Lines 1348 / 2268 Seat map
Return Sat, Jul 18 6:45 PM Nashville BNA	11:30 PM Canton CAK	1 stop 3hr 45min		Delta Air Lines 2569 / 1571 Seat map

Earn \$4.04

Run Akron - Nashville on Jul 15 - Jul 18 on these other sites:

Select All Sites

 Book flight + hotel together and save!	 Save up to 40% off on flights with Hotwire Hot-Rates.	 Flights to Nashville On Sale! Book Yours Today
--------------------------------------------	-----------------------------------------------------------	----------------------------------------------------

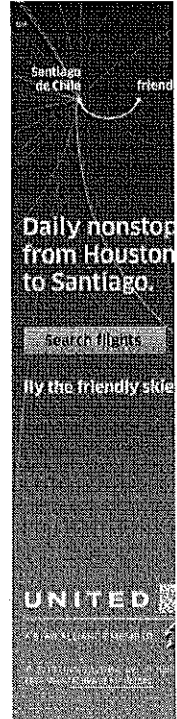
Akron — Nashville Jul 15 to Jul 18 1 traveler

Clicking these links will open a new window but won't affect your current results page.

\$404.70 FREE Cancel Select this departure Select this return

Leave Wed, Jul 15 3:10 PM Canton CAK	11:02 PM Nashville BNA	2 stops 8hr 52min		US Airways 5243 / 1750 / 3735 Seat map
Return Sat, Jul 18 7:15 PM Nashville BNA	11:31 PM Canton CAK	1 stop 3hr 16min		American Airlines 5216 / 5124 Seat map

Flight 5243 Operated by US AIRWAYS EXPRESS-PSA AIRLINES
 Flight 3735 Operated by US AIRWAYS EXPRESS-AIR WISCONSIN
 Flight 5216 / 5124 Operated by US AIRWAYS EXPRESS-PSA AIRLINES



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 Nashville Flight!
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\$79 Nashville Flights - Nashville
 Compare Exclusive Flight
nashville.airportdeals.net

Site Feedback

The University of Akron - 2015 Per Diem Rates				Partial Days		
State	Primary Destination	County	M&IE Rate	Breakfast	Lunch	Dinner
Standard CONUS rate applies to all counties not specifically listed.			\$46	\$8	\$11	\$27
PA	Gettysburg	Adams	\$51	\$9	\$12	\$30
PA	Harrisburg	Dauphin County excluding Hershey	\$51	\$9	\$12	\$30
PA	Hershey	Hershey	\$51	\$9	\$12	\$30
PA	Lancaster	Lancaster	\$56	\$10	\$13	\$33
PA	Malvern / Frazer / Berwyn	Chester	\$51	\$9	\$12	\$30
PA	Mechanicsburg	Cumberland	\$56	\$10	\$13	\$33
PA	Montgomery	Montgomery	\$66	\$11	\$15	\$40
PA	Philadelphia	Philadelphia	\$66	\$11	\$15	\$40
PA	Pittsburgh	Allegheny	\$71	\$12	\$16	\$43
PA	Reading	Berks	\$56	\$10	\$13	\$33
PA	Scranton	Lackawanna	\$56	\$10	\$13	\$33
PA	State College	Centre	\$56	\$10	\$13	\$33
RI	East Greenwich / Warwick / North Kingstown	Kent / Washington	\$56	\$10	\$13	\$33
RI	Jamestown / Middletown / Newport	Newport	\$71	\$12	\$16	\$43
RI	Providence / Bristol	Providence / Bristol	\$71	\$12	\$16	\$43
SC	Aiken	Aiken	\$46	\$8	\$11	\$27
SC	Charleston	Charleston / Berkeley / Dorchester	\$56	\$10	\$13	\$33
SC	Columbia	Richland / Lexington	\$51	\$9	\$12	\$30
SC	Hilton Head	Beaufort	\$61	\$10	\$14	\$37
SC	Myrtle Beach	Horry	\$51	\$9	\$12	\$30
SD	Hot Springs	Fall River / Custer	\$46	\$8	\$11	\$27
SD	Rapid City	Pennington	\$51	\$9	\$12	\$30
SD	Sturgis / Spearfish	Meade / Butte / Lawrence	\$51	\$9	\$12	\$30
TN	Brentwood / Franklin	Williamson	\$56	\$10	\$13	\$33
TN	Chattanooga	Hamilton	\$56	\$10	\$13	\$33
TN	Knoxville	Knox	\$56	\$10	\$13	\$33
TN	Memphis	Shelby	\$61	\$10	\$14	\$37
TN	Nashville	Davidson	\$66	\$11	\$15	\$40
TN	Oak Ridge	Anderson	\$46	\$8	\$11	\$27
TX	Arlington / Fort Worth / Grapevine	Tarrant County / City of Grapevine	\$56	\$10	\$13	\$33
TX	Austin	Travis	\$71	\$12	\$16	\$43
TX	Big Spring	Howard	\$46	\$8	\$11	\$27
TX	College Station	Brazos	\$56	\$10	\$13	\$33
TX	Corpus Christi	Nueces	\$51	\$9	\$12	\$30
TX	Dallas	Dallas	\$71	\$12	\$16	\$43
TX	El Paso	El Paso	\$51	\$9	\$12	\$30
TX	Galveston	Galveston	\$56	\$10	\$13	\$33
TX	Greenville	Hunt County	\$51	\$9	\$12	\$30
TX	Houston (L.B. Johnson Space Center)	Montgomery / Fort Bend / Harris	\$71	\$12	\$16	\$43
TX	Laredo	Webb	\$56	\$10	\$13	\$33
TX	McAllen	Hidalgo	\$56	\$10	\$13	\$33
TX	Midland	Midland	\$56	\$10	\$13	\$33
TX	Pearsall	Frio / Medina / La Salle	\$46	\$8	\$11	\$27
TX	Plano	Collin	\$61	\$10	\$14	\$37
TX	Round Rock	Williamson	\$51	\$9	\$12	\$30
TX	San Angelo	Tom Green	\$51	\$9	\$12	\$30
TX	San Antonio	Bexar	\$66	\$11	\$15	\$40
TX	South Padre Island	Cameron	\$56	\$10	\$13	\$33
TX	Waco	McLennan	\$51	\$9	\$12	\$30
UT	Moab	Grand	\$56	\$10	\$13	\$33
UT	Park City	Summit	\$71	\$12	\$16	\$43
UT	Provo	Utah	\$51	\$9	\$12	\$30
UT	Salt Lake City	Salt Lake / Tooele	\$61	\$10	\$14	\$37
VA	Abingdon	Washington	\$46	\$8	\$11	\$27
VA	Blacksburg	Montgomery	\$46	\$8	\$11	\$27
VA	Charlottesville	City of Charlottesville / Albemarle / Greene	\$56	\$10	\$13	\$33
VA	Fredericksburg	City of Fredericksburg / Spotsylvania / Stafford / Caroline	\$56	\$10	\$13	\$33
VA	Loudoun	Loudoun	\$61	\$10	\$14	\$37
VA	Lynchburg	Campbell / Lynchburg City	\$51	\$9	\$12	\$30
VA	Norfolk / Portsmouth	Cities of Norfolk / Portsmouth	\$61	\$10	\$14	\$37
VA	Prince William / Manassas	Prince William / City of Manassas	\$56	\$10	\$13	\$33
VA	Richmond	City of Richmond	\$66	\$11	\$15	\$40
VA	Roanoke	City limits of Roanoke	\$51	\$9	\$12	\$30
VA	Virginia Beach	City of Virginia Beach	\$56	\$10	\$13	\$33

