

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.

Individual Attending Karen Farrer
Name of Conference 2022-2023 Pennsylvania Fellowship Program for Special Education Leaders
Location of Conference Gettysburg, PA
Date(s) July 10, 11, 12, 2023 Days of Week Monday, Tuesday, & Wednesday

Are you an active member of the organization sponsoring this event? Yes No

Is this conference directly related to a classroom assignment? Yes No

Purpose of conference:

This activity is part of the ongoing Fellowship. It is a leadership event being held in Gettysburg, PA and will include a presentation from the Bureau Director of Special Education, Dr. Carole Clancy.

Number of school days absent for conference/meeting: 0
Total number of days requested for conference/meeting: 3 (include travel time)

Estimated time of departure: 7:30 AM
Estimated time of return: 5:00 PM

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$408.48
Lodging: \$286.38
Meals: \$60.00
Registration: _____
Other: _____
Total Estimated Expenditures: \$754.86

SUBSTITUTE NEEDED:
 Yes (# of Days) _____
 No

**All receipts must be itemized.
Tips are not reimbursable.**

Submitted by: Karen Farrer Date: 5/17/2023

Recommended to Superintendent: Yes No Karen Farrer
Principal Signature

Account # _____ Amount/% _____
Account # _____ Amount/% _____

Recommended to School Board for Approval: [Signature]
Superintendent Signature

Date Approved by School Board: _____

Distribution: Original - District Office Copy 1 - Teacher Copy 2 - Building Office